Checklists

Always helpful
Oral Presentations

Planning and Revision Checklists
Planning

• What are the conditions under which you will speak?
• What equipment is available to you?
• Which delivery technique will be more appropriate? Extemporaneous? Manuscript?
• If you are speaking extemporaneously, have you prepared a speech outline to guide you?
• If reading from a manuscript, have you introduced a conversational tone into your talk? Is your typed manuscript easy to read from?
• Do you have a good opening that will interest your audience and create a friendly atmosphere?
• Have you limited your major points to fit within your allotted time?
• Does your talk contain sufficient examples, analogies, narratives, and data to support your generalizations? Have you repeated key points?
Planning cont...

• Can you relate your subject matter to some vital interest of your audience?
• Which visual aids do you plan to use?
  – Graphs?
  – Tables?
  – Representational art?
  – Words and phrases?
  – Cartoons?
  – Hardware?
• Which tools of presentation will you use?
  – Chalkboard?
  – Charts?
  – Slides?
  – Movies?
  – Overhead projection?
  – Computer presentations?
• Have you prepared your graphics? Do they successfully focus the listener’s attention and augment and clarify your message? Do they meet the four criteria that govern good graphics?
  – Visibility
  – Clarity
  – Simplicity
  – Control
• Do you have a good ending ready, perhaps a summary of key points or an anecdote that supports your purpose?
• Have you rehearsed your talk several times?
Revision

• Did your gestures support your speech? Did they seem normal and relaxed? Did you avoid nervous mannerisms?
• Was your speech rate appropriate? Did you vary rate, pitch, and volume occasionally? Could everyone hear you?
• Did you pronounce all your words correctly?
• Did you have good interaction with your audience? Were they attentive or fidgety?
• Did your talk fit comfortably into the time allotted for it?
Revision cont...

• Did the questions that followed your talk indicate a good understanding of it? Did the questions indicate friendliness or hostility to your key points?
• Were you sufficiently informed to answer the questions raised?
• Were there any indications that members of your audience could not see or readily comprehend any of your graphics?
Reference

- http://ece-1.rose-hulman.edu/ece/index.php?option=com_content&task=category&sectionid=5&id=43&Itemid=39