



# Oral presentations: Final preparation checklist

Before your presentation, ask yourself the following questions and use your answers to help make further improvements:

- Do I clearly and explicitly cover the topic?
- Have I provided clear definitions of terms and/or theories?
- Have I provided enough background knowledge of the content?
- Have I considered the background and interest of the audience?
- Does my introduction provide background to the presentation?
- Is the material organised in a logical way?
- Have I used diagrams and visuals to convey meaning clearly?
- Have I used referencing to acknowledge all sources of information?
- Does each part of the oral presentation begin with a clear topic statement of the main point?
- Does that main point relate explicitly to the topic?
- Do I provide strong evidence or support for the points I'm making?
- Have I used appropriate linking words or phrases to show the start of a new point and the relationship between different points?
- Does my conclusion draw together the main points I have made?
- Is the presentation well-timed and delivered in a spoken, not written, style?
- Have I practised the whole presentation until I sound natural and confident?