



Verbal Presentation:

• **Introduction**

- Do I have an attention getter?
- Did I introduce myself?
- Did I introduce my topic?
- Did I adapt the topic to my audience? (Give them the “so what”)
- Do I have a thesis/preview?
- Did I establish my credibility? (Tell my audience why they should listen)
- Do I have a transition statement into the “body” of my speech?

• **Body**

- Do I have main points? (Same ones addressed in the introduction)
- Do I verbally cite my sources?
- Is it organized?
- Do I have a point?

• **Conclusion**

- Did I signal the end of my speech? (i.e., in summary, in conclusion, etc.)
- Did I revisit the main points/thesis?
- Do I have a “when to clap” line?

PowerPoint Presentation:

- Do I have an introduction slide? (Title, name and affiliation)
- Do I have an overview slide?
- Do I have a conclusion slide?
- Do I have a final slide that includes my contact info and references?
- Do I have 4-5 slides total?
- Do my slides ENHANCE rather than replace what I am saying?
- Am I including “word cues” to help me transition and flow through my presentation instead of including a word-for-word outline?
- Did I think about my font? (Size, color, font style)
- Are my pictures clip-art? (If so, choose different ones)
- Is there a consistency in my design? (Similar color patterns)
- Do I have crazy transitions? Do they distract from my presentation?
- Did I spell check?
- Have I practiced my presentation with my visual aid?