

Become a Natural Presenter with this Simple Oral Presentation Checklist

By Lyndsay Swinton

This oral presentation checklist has been prepared to ease the process of preparing for and delivering a quality presentation. Even natural presenters use an oral presentation checklist to jog their memory and ensure they've got all bases covered. Presenting well is a learned skill and you can increase your presentation skills with these simple reminders.

Planning the Presentation

- Who is my audience? Are there any special considerations, age, language, ability, subject matter knowledge etc?
- What is the purpose of the presentation? Is my topic appropriate?
- What is the venue? What facilities are available and/or appropriate for the venue?
- What is my budget?
- How much preparation and practice time do I have?
- Is the style of presentation appropriate for the audience and my abilities?

Structure of the Presentation and Resources

- What are the 3 things the audience should remember/understand from this presentation? Are they clear and memorable?
- Is there a logical sequence to how the information is presented?
- Have I given sufficient, clear examples to illustrate difficult or important points?
- Do I have enough handouts? Are they still relevant? Are they accurate?
- Will my visual aids enhance or detract from the presentation?
- Do I know how to work the visual aids? Do I have a back-up?
- Have role-plays, demonstrations, group-work and audience participation been

Carefully thought through and likely to succeed?

Practice

- Can I deliver the presentation within time, including audience questions?
- Am I speaking clearly and confidently? Will all my audience hear me?
- Have I avoided using jargon, clichés or time-worn phrases?
- Am I comfortable with my memory prompts?
- Am I able to relax fully before the presentation and allow my true abilities to shine through?
- Do I know my presentation short-comings and have I worked to overcome or compensate for them?
- What questions or objections am I likely to get, and have I answered them up front? Do I know how to answer them?

Feedback

- How will I handle awkward questions, criticism or audience dis-interest?
- How will I explain if my audience have mis-understood a key point?
- Is a member of the audience going to provide me with objective feedback on my presentation? Do they have an [oral presentation rubric](#)?

Become a natural presenter with this oral presentation checklist, and improve your presentation skills today.

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Owner, Management for the Rest of Us

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