

Checklist for an Oral Presentation

Planning

- Select and concentrate on your main points.
- Planned the whole talk, and each section of the talk.
- Plan your visual aids so that each key point will be simultaneously spoken and displayed in point form on the screen.
- Give your name, institution and title of the talk.
- Give an overview of the whole talk on the second overhead/slide.
- Prepare meaningful information.
- Prepare a final slide to sum up your conclusions.
- Use notes to remind the points that you should talk.

The presentation itself:

- Plan how you are going to greet the audience.
- Order the visual aids
- Check the equipment e.g. a computer, overhead projector etc.
- Make sure that the visual aids are visible from the far sight.
- Use the style of spoken English, not written English.
- Have eye contact with the audience.
- Keep final conclusion visual aid to hand, for use if you have to finish in a hurry.

Visual aids:

- Make sure that visual aids present key points
- Use the font at least 25 point.
- Design simply visual aids.
- Use large, chunky and easily visible illustrations.
- Use simple and effective colours and patterns.

Answering questions:

- Work out beforehand for the possible questions.
- Prepare a supplementary set of more detailed overheads so that you can use for answering questions.
- Learn how to deal with not understanding and difficult questions.