

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§ionid=5&id=43&Itemid=39