Checklist for planning a presentation

For all presentations:
☐ I know the date, time, and venue for my presentation.
☐ I am clear about what is expected from my presentation – topic, length, slideshow guidelines, and so on.
☐ I am familiar with the technology that I will be using for my presentation, and I have a Plan B in place – just in case the technology fails.
☐ I have considered providing handouts or other materials to my audience, and have thought about ways to interact with or otherwise involve the audience.
☐ I have checked out the All Aboard online tutorial on Presentation skills and tools available at http://www.allaboardhe.ie/presentation/.

For individual presentations:
☐ I have extensively researched my presentation content.
☐ I have sought feedback from classmates, my lecturer or tutor, family, and/or friends on my presentation content.

For group presentations:
☐ I know who’s in my group and we have scheduled regular meetings to work on our presentation.
☐ We have exchanged contact details and can communicate online or on our phones between meetings.
☐ We have allocated roles and tasks to all team members and have agreed on deadlines for completion.
☐ My group has a shared understanding of what we are trying to achieve. We have agreed on key content to include and the grade that we are aiming for.
Presentation slides:

☐ I (and my group, if applicable) have a clear understanding of any guidelines that my lecturer or tutor has provided for designing presentation slides.

☐ I have consulted the checklist for creating a presentation slideshow available on the Academic Skills Hub.

☐ I am confident that my presentation slides are original and that the content has not been plagiarised and

☐ Where I have used images or quotes, I have referenced them correctly, according to the conventions of the discipline or subject area.

Presentation delivery:

☐ I have consulted the top tips for oral communication skills, written communication skills, and non-verbal communication skills available on the Academic Skills Hub.

☐ I have consulted the checklist for delivering a presentation available on the Academic Skills Hub.

☐ I have practiced delivering the presentation a number of times.

☐ I recognise that delivering a presentation can be nerve-wracking but it that this is an important skill for study, work and life. I have consulted the guide to addressing performance anxiety available on the Academic Skills Hub.