**Presentation/Public Speaking Checklist**

**Presentation Content checklist**

\_\_\_\_\_ I have defined the purpose of my presentation.

\_\_\_\_\_ I know who my audience is and what my audience want/need to hear.

\_\_\_\_\_ I have an attention-getter.

\_\_\_\_\_ I have an introduction, a body, and a conclusion.

\_\_\_\_\_ I have practiced my presentation, out loud and standing, and have timed it (if time constraints are in place).

**Environment checklist**

\_\_\_\_\_ I have confirmed what audio/visual equipment will be available.

\_\_\_\_\_ I have determined where I will stand.

\_\_\_\_\_ I have arranged to test all audio/visual equipment before my presentation.

**Personal checklist**

\_\_\_\_\_ I have dressed appropriately and professionally.

\_\_\_\_\_ I am very familiar with my topic.

\_\_\_\_\_ I have practiced my presentation several times.

\_\_\_\_\_ I have prepared notes for myself.

\_\_\_\_\_ I have proofread my visual aids (if needed)

\_\_\_\_\_ I have taken time to relax and focus before the presentation.

\_\_\_\_\_ I have a back-up plan if the technology doesn’t work, etc.

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