

Pre-Presentation Checklist:

Initial Considerations. You will need to determine if you have the time to dedicate to the presentation needs. Hurried or incomplete presentations will detract from the message.

- Date(s)?
- Time Commitments?
- Length of presentation?
- Will there be question & answer time?
- Special Check-in requirements at the school?

The audience. Good presentations are not necessarily long or complicated. They are simple, to the point, and relevant to your audience.

- Number & ages of students?
- Levels of expertise and knowledge?
- What have they already studied or been introduced to?

Content. The presentation should be structured so that it includes a powerful opening, a logical flow of ideas, repetition to reinforce important messages, clear summing up, and a memorable conclusion. Consider language and aim for clarity. Short words are more dynamic and effective, and you should try to give examples to illustrate points.

- Presentation or participatory presentation?
- Is there a specific topic or focus?
- Any special expectations of the presentation?

Delivery. Select an appropriate method of delivery, according to the needs/expectations of the audience. Rehearse your timing to ensure you stay within any time limits.

- What school resources are available? (flipchart, Powerpoint, Internet access, LCD projector, etc.)
- Handouts. Will the educator provide, or are you to provide?
- Room. Where will you present from, i.e. podium, large auditorium, etc.
- Will all participants be able to see screen, or hear discussions?

Graphics. As the saying goes, "A picture is worth a thousand words." Graphics, animations, and charts can undoubtedly give your presentation more impact. But make sure that the medium you use matches the message.

Your demeanor. You need to appear confident and relaxed, so rehearsal is essential. A professional appearance is also vital. Your stance and body language will convey messages to those watching you. It's important to make eye contact with the members of your audience, so move your gaze around the room. Watch your tone and manner when delivering. This is something you can practice in rehearsal also.