

Presentation Check List

I. Content:

When preparing, answer these questions:

Who is your audience?

Why should they care about your information?

What are their concerns or objections?

What are your three main points?

What stories illustrate your points?

What concrete examples give meaning to your material?

What action do you want them to take?

II. Technical:

Create a PowerPoint that is interesting and easy to read.

Make sure visuals work before your presentation begins.

Do an audio check before your audience is in the room.

III. Physical:

Stretch your body, power pose, and loosen up with a walk.

Warm up your voice.

Think positive. How do you want to look, feel, sound?

Stand tall, open your chest.

Look people in the eye.

Breathe, slow down and smile.

“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”—Maya Angelou