

Assignment 3: In-person Presentation Checklist

Use this checklist to evaluate your presentation.

- _____ You appear prepared to deliver your presentation.
- _____ You use a professional tone.
- _____ You exhibit a professional attitude.
- _____ You dress professionally.
- _____ The introduction is engaging.
- _____ You provide the agenda.
- _____ The main idea is clear.
- _____ The body of the presentation is logically organized and easy to follow.
- _____ You provide an overview of the product or service and explain its use, benefits, and impact for the company.
- _____ The conclusion is memorable and summarizes your main ideas.
- _____ You avoid extraneous information.
- _____ You use a variety of transitions to help the audience understand your ideas.
- _____ The tone of your presentation is appropriate for a business audience.
- _____ Wording is precise. You avoid expressions such as “kind of” and “stuff like that.”
- _____ You avoid expressions that are too casual.
- _____ You include all the necessary slides (e.g., title slide and agenda slide).
- _____ The headings are informative.
- _____ All the slides are easy to read, simple, and consistent.
- _____ Your slides include visuals and very little text.
- _____ You avoid having too much visual or textual information on slides.
- _____ You format bullet points correctly. (You do not need to have slides with bullet points.)
- _____ All the slides reinforce your message.
- _____ All the slides have accurate grammar, spelling, capitalization, and punctuation.
- _____ You cite your sources (e.g., at the bottom of a slide).
- _____ You show a maximum of six slides.
- _____ You appeared self-confident and enthusiastic.
- _____ Your speech rate, volume, pitch, and intonation keep the audience engaged.
- _____ Your pronunciation is clear.
- _____ You avoided speech fillers (e.g., umm, like, you know, and with that being said).
- _____ Your physical delivery is strong and does not distract the audience.
- _____ You use intentional movement and gestures to emphasize main points.
- _____ Your eye contact with the audience is strong and natural.
- _____ You don't read notes, and your presentation doesn't sound memorized.
- _____ You speak between four and four minutes.