Oral Presentation Checklist

Structure

- **General Organization**
  - Do not go over the time limit; frame the project to fit within the time limit
  - Make sure presentation “stands alone” and exhibits a “narrative arc” if you are drawing from a longer paper
  - Give background/context for your project but do not rehash the entire process

- **Introduction and Conclusion**
  - Consider beginning with an interesting anecdote, fact or quote that captures the heart of your argument and piques your audience’s curiosity
  - Include agenda slide to let the audience know what you will be covering
  - Present a deductive argument
  - Wind down to the conclusion by slowing down and summarizing key points
  - Invite questions enthusiastically and close discussion after questions

- **Claims and Evidence**
  - Slow down and use vocal inflection to emphasize major claims and ideas
  - Do not overload the audience with too many examples
  - Incorporate transitional words to guide the audience

- **Vocabulary**
  - Consider audience in selecting word choice
  - Eliminate any phrasing or words that are difficult for you to pronounce
  - Do not use very informal word choices

Delivery

- **Demeanor**
  - Maintain a confident, enthusiastic demeanor
  - Take pleasure in teaching your audience about your subject
  - Sustain eye contact with the audience

- **Posture and Gestures**
  - Stand up straight with shoulders back, arms at sides, feet shoulder-width apart, chin level
  - Coordinate gestures with content (gestures to enumerate, indicate size or scale)
  - Avoid distracting gestures (pulling on hair; fiddling with pen or notes)

- **Volume and Articulation**
  - Maintain an appropriate volume for the room
  - Enunciate clearly
  - Use vocal inflection

- **Pacing**
  - Speak fluidly
  - Slow down for important points
  - Avoid filler words!