



Presentation Checklist

Use this checklist to identify your strengths and weaknesses

Eye contact	Involving whole audience	Showing interest	Sustained
Facial expression	Showing a range of emotions	Showing interest	Natural smile
Body language	Centred, claiming the space	Energetic , enthusiastic	Completing whole movements
Gesture	Expressive hands	Open movement from shoulders	Controlled and used for emphasis
Voice projection	Sustaining air flow	Relaxed	Able to be heard
Speed	Timing appropriate to topic	Pausing for effect	Well-controlled pace
Main message	Clear	Repeated	Included in summary
Language	Appropriate for audience	Clear and direct	Emotive words
Aids	Integrating well with presentation	Engaging the audience	Allowing time for comprehension
Active listening	Responding to cues from the audience	Leaving time to really hear	Clarifying the speakers point
Responding to questions and feedback	Signposting for the whole audience	Clearly answering the question	Responding appropriately
Concluding	Summarising the case	Clarifying the ask	Getting a resolution