**Checklist for an oral presentation**

* **Purpose:** What do you want your audience to know or do as a result of your presentation? How can you achieve your purpose in the time and the setting you’ve been given?
* **Audience:** What do you know about the characteristics and opinions of your audience? How can this information help you adapt your presentation to your audience’s interests, needs, and opinions?
* **Organization and content:** How are your ideas arranged? Where might listeners have difficulty following you? What functions do your introduction and conclusion perform? How relevant and interesting is your supporting material for your topic and your audience?
* **Method of delivery:** What method of delivery do you plan: extemporaneous? reading from a text? memorized? a mixture? How does your method suit the purpose, setting, and occasion of your presentation?
* **Vocal and physical delivery:** In rehearsing your presentation, what do you perceive as your strengths and weaknesses? Is your voice suitably loud for the setting? Are you speaking clearly? Are you able to move your eyes around the room so that you’ll be making eye contact during the presentation? Is your posture straight but not stiff? Do your gestures reinforce your ideas? Do you use visual aids appropriately?
* **Confidence and credibility:** What techniques will you use to overcome the inevitable anxiety about speaking? How will you project your confidence and competence?