



Checklist for delivering a presentation

For all presentations:

- I have checked out the All Aboard online tutorial on **Presentation skills and tools** available at <http://www.allaboardhe.ie/presentation/>.
- I will wear clothes and shoes that are comfortable, that help me to feel confident, and that allow me to move freely.
- I will either memorise what I will say, or say what feels natural on the day – I will not read directly from my slides or from a script.
- I have practised delivering my presentation, referring to my presentation slides (if using), but not overly depending on them.
- I have practised moving smoothly from one slide or slide object to the next. I might use a presentation clicker so that I'm not tied to a PC or laptop.
- I have timed my delivery and I am confident that it is neither too long nor too short.
- I have practiced projecting my voice so that it will be strong enough to be heard by my audience. I will not speak too quickly, and will speak as clearly as I can.
- I will work on delivering with a confident, enthusiastic tone (even if I don't feel very confident or enthusiastic). I will greet my audience and introduce myself and my presentation topic at the start.
- If I'm extremely nervous, I will consult the guide to **performance anxiety** on the Academic Skills Hub and consider joining the **Participate** online programme.
- I will ensure that I face my audience with an open, relaxed stance. I'll try to move about a bit, use hand gestures, and make eye contact with everyone in the room.
- I will remember to thank the audience for listening, and invite questions. I will resist the urge to walk away the moment that my presentation is complete.
- I will think about what questions could be asked, and do my best to prepare to answer them.



For group presentations:

- We have made time to practice delivering our presentation together as a team, and have offered honest and helpful advice and support to each other.
- We have arranged for the most confident speakers to open and close the presentation. More nervous presenters will deliver their sections 'in the middle'.
- Our first speaker will introduce each team member and briefly outline what they will be covering.
- Each team member will speak just once – we won't keep switching back and forth between team members.
- While one team member is speaking, the rest of us will remain in the background and will not interact with or distract members of the audience.
- We have worked to ensure that the presentation flows well between the team members, with a smooth handover from one presenter to the next.
- All team members are familiar with the entire presentation (not just 'their' section).
- If a team member is absent, we will check if we can deliver the presentation without them, and decide who will cover the missing person's part of the presentation.
- Our final speaker will thank the audience and invite questions for all of us to answer. We have discussed who will answer different types of questions.