



Checklist for planning a presentation

For all presentations:

- I know the date, time, and venue for my presentation.
- I am clear about what is expected from my presentation – topic, length, slideshow guidelines, and so on.
- I am familiar with the technology that I will be using for my presentation, and I have a Plan B in place – just in case the technology fails.
- I have considered providing handouts or other materials to my audience, and have thought about ways to interact with or otherwise involve the audience.
- I have checked out the All Aboard online tutorial on **Presentation skills and tools** available at <http://www.allboardhe.ie/presentation/>.

For individual presentations:

- I have extensively researched my presentation content.
- I have sought feedback from classmates, my lecturer or tutor, family, and/or friends on my presentation content.

For group presentations:

- I know who's in my group and we have scheduled regular meetings to work on our presentation.
- We have exchanged contact details and can communicate online or on our phones between meetings.
- We have allocated roles and tasks to all team members and have agreed on deadlines for completion.
- My group has a shared understanding of what we are trying to achieve. We have agreed on key content to include and the grade that we are aiming for.



Communication, Teamwork
and Presentation Skills



Presentation slides:

- I (and my group, if applicable) have a clear understanding of any guidelines that my lecturer or tutor has provided for designing presentation slides.
- I have consulted the **checklist for creating a presentation slideshow** available on the Academic Skills Hub.
- I am confident that my presentation slides are original and that the content has not been plagiarised **and**
- Where I have used images or quotes, I have referenced them correctly, according to the conventions of the discipline or subject area.

Presentation delivery:

- I have consulted the **top tips for oral communication skills, written communication skills, and non-verbal communication skills** available on the Academic Skills Hub.
- I have consulted the **checklist for delivering a presentation** available on the Academic Skills Hub.
- I have practiced delivering the presentation a number of times.
- I recognise that delivering a presentation can be nerve-wracking but it that this is an important skill for study, work and life. I have consulted the guide to addressing **performance anxiety** available on the Academic Skills Hub.