

BOX 13.2 Preparing your presentation—checklist

Planning an outline

- What is the central message you want to convey to the audience?
- What material should you include to convey this message to the audience?
- In which sequence should you arrange the information?
- Which visuals will you use to support your presentation?
- Is the amount of information appropriate for the time you have been allocated?
- How will you introduce your presentation?
- How will you finish your presentation?

Reviewing the content and structure of your presentation

- Is the presentation structured with a clear introduction, main body, and conclusion?
- Is the material appropriate for the knowledge base of the audience?
- Is the sequence of information the most logical for an effective flow of ideas?
- Is the information (text and illustrations) accurate? Have you used facts to back up any assertions you have made?
- Are the objectives of the presentation clearly defined?
- Is the central message of the talk clear?
- Do you have a strong beginning and a strong ending?

Reviewing your slides

- Is every slide necessary or can some be deleted?
- Are any additional slides necessary to make your talk more comprehensible?
- Do the slides have informative titles so that the reader can identify the content of the slide easily?
- Is there a good balance of text and visuals throughout the presentation?
- Is there an appropriate amount of text/graphics on each slide without overloading?
- Will the audience be able to read your slides with the colour scheme you have used?
- Is the font clear enough to be easily read at the back of the room?
- Is the type size large enough to be easily read at the back of the room?
- If you have added animation to your presentation, is it purposeful and necessary?
- Are your slides free from errors in spelling, grammar, and punctuation?
- Have you checked your figures and tables for completeness?

Are graph axes labelled?

Do all table columns have headings?

Are units of measurement included?

Are standard deviations or standard errors included where required?

Is there a key explaining any symbols, shadings, or line styles you have used?

Are any bands and lanes clearly labelled?

Are any significant features on photographs/micrographs clearly marked?