



STUDY SKILLS: PRESENTATION CHECKLIST

Structure:

- Does the presentation tell a clear story, featuring a beginning, middle and end?
- Is all the information relevant?
- Have examples and evidence been used where appropriate and referenced?
- Are the slides organised logically?

Design:

- Is the font readable (at least size 24)?
- Has too much text been avoided per slide? Aim for 4-5 bullet points.
- Are all the graphics necessary to your message?
- Has a consistent style and colour palette been used throughout?
- Has animation been used to support your point rather than distract?

Delivery:

- Have you rehearsed and sought feedback from others?
- Is your voice the right speed and volume?
- Have prompts been created such as index cards or a script?
- Have you visited the room and tested the equipment?
- Have you thought about what questions people might ask?