Are you ready to present?

Use this checklist to make sure you have done all that is needed to prepare for your presentation.

**Things to check**

1. Are you clear about the purpose of the presentation, the size of the audience and the time allowed?

2. Have you followed the instructions in the brief? Have you checked the assessment criteria?

3. Have you organised your main points into a logical order and made sure they are clearly linked and signposted?

4. Have you carefully planned your introduction and conclusion?

5. Are your visuals clearly legible and attractive? Do they support the main points you want to make?

6. Are your notes in a format that enables you to communicate naturally and spontaneously?

7. Have you practised in front of friends, and acted on their feedback at least once? Is the timing right?

8. Have you worked out some techniques for overcoming nerves?

9. Have you checked the things you need to be aware of to improve your delivery, e.g. body language, voice and pace?

10. Are all your sources of information referenced?