Are you ready to present?
Use this checklist to make sure you have done all that is needed to prepare for your academic presentation.

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

2. Have you followed the instructions in the brief? Have you checked the assessment criteria to see how you will be graded?

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 accessible and informative? Do they support the main points you want to make?

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

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

8. Have you developed some techniques for overcoming nerves?

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

10. Are all your sources of information correctly referenced?

11. Are you confident with the technology you will be using and have you practiced?

12. If presenting in a group, is everyone clear about their content and how it all fits together? Have you practised together and shared feedback?