

The Oral Presentation Checklist

Attire

- You have clean, pressed, and well-fitted appropriate professional attire

On-site Preparation

- Arrive early to presentation room
- Become familiar with audiovisual equipment
- Project slides or PowerPoint presentation
- Introduce yourself to session moderator

Presentation Delivery Skills

- Know the content, do not read paper
- Make eye contact with audience
- Speak loudly and clearly
- Demonstrate enthusiasm and emotion
- Avoid speaking too rapidly
- Use dramatic pauses
- Summarize at transition points
- Make a firm closing
- Thank the audience

Answering Questions

- Listen to questions carefully
- Answer only what was asked, concisely
- Restate questions for the audience (assuming they cannot hear question)
- Have questioner restate complex or confusing questions
- Be polite
- Do not debate
- Admit what you do not know

Backup Plans: Do you know what to do if:

- The slide projector or LCD projector does not work?
- Podium light does not work
- Laser pointer does not work
- Microphone does not work