

<b>Presentation Preparation Checklist</b>	<b>To Do</b>	<b>Doing Now</b>	<b>Done</b>
<b>In the weeks or days before the talk...</b>			
<b>Understand your topic</b> and ensure you know enough background to feel confident with your particular argument on it. This will also give you confidence in question time.			
<b>Structure your talk</b> by identifying key messages and points for development. Make sure you have a beginning (stating what you will do), a middle (develop your argument) and an end (present a conclusion).			
Decide on the <b>visual style</b> you will use and prepare your slides well. Make sure they are uncluttered and easy to read.			
<b>Decide on a title</b> for your talk. Try and make it short but informative. Use the 'Baked Beans' approach—it says what it is—you can always have a fun strapline, but it must be catchy			
<b>Write brief notes</b> on to 'prompt cards' to help make sure that you cover the ground you intend to, and in the right order			
<b>Practise</b> giving your talk and time it—either to friends or other members of your group			
<b>Check the room layout for the talk</b> and make sure that you know where you will stand or sit, where your audience will be and the equipment you will use.			
Identify your ' <b>take home message</b> ' and how you are going to deliver it			
<b>Assessment Criteria:</b> is your talk meeting all the assessment criteria? If not, what do you need to change to do so?			
<b>On the day of the talk...</b>			
<b>Re-read your prompt notes</b> and any supporting material, such as handouts you may have prepared for the audience to focus you to the message you are trying to give			
<b>Get to the venue early and check the equipment</b> , if you can			
Remind yourself of the simple, but vital <b>rules for delivering your talk confidently</b> . (Voice, pace, audience, questions)			
<b>Relax, breathe deeply</b> to keep those nerves in check and remember your audience are on your side—they're listening because they want to hear what you have to say.			
<b>You're on, go for it!</b>			