



Presentations Checklist

Check your assignment marking criteria or any other instructions given, as well as the rubric.

Content and expression

Organisation and preparation

Content

- I have correctly identified the purpose and audience for my presentation.
- I have understood the question or task I have been given. (For help: Analysing the assignment question).
- I have supported my presentation points with sufficient research from appropriate sources.
- The presentation topic and content are at an appropriate level for an academic context.
- I have checked my presentation against the marking criteria.
- I have allowed time for questions if required.

Organisation of information

- I have provided a brief introduction to the topic.
- I have checked that my main points are in logical order to make my presentation flow better.
- My main points include analysis and not just description.
- I have concluded my presentation with a summary of my main points.
- I have presented information visually, using graphs, tables and figures to demonstrate my points where appropriate.

Expression

- I have practised and can speak about my information with minimal reading.
- I have used signposting phrases including: “firstly”, “secondly”, etc. to orientate my audience and make my argument easier to follow.

Preparing to present

- I have rehearsed my presentation both alone and in front of a friend or family member. OR I have recorded my presentation and played it back.
- I have checked my presentation length and that it meets the requirements for the assignment.
- I have proofread my visual aids (PowerPoint etc.) and practised using them.
- I have checked where and how I am presenting, the presentation technology available to me, and that the technology I am using works.
- I have practised sharing my screen if required.
- I have tested my audio to ensure that it is working correctly.



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