

## **Presentation checklist**

### **1. Formalities**

- ☐ Executive summary: one slide after cover page, maximum 3 main points
- ☐ Agenda: 3 to 7 categories, repeated after each category, showing presentation progress

### **2. Content**

- ☐ Statement titles (one idea per slide)
- ☐ Keywords in bullet points

### **3. Structure**

- ☐ Clear storyline
- ☐ Length tailored to time available
- ☐ Page numbers included

### **4. Visual**

- ☐ Visuals support main points
- ☐ Easily understood
- ☐ Suitable graphics

### **5. Editing**

- ☐ All acronyms explained
- ☐ No spelling mistakes

### **Review**

- ☐ I understand the presentation's main point
- ☐ I can follow the presentation without getting bored or losing focus
- ☐ I am able to understand the visual aids easily