Checklist for presentations

1 Content of the presentation

- Who is the audience?
  - What do they know?
  - What needs to be explained?
  - What do they expect from the presentation?
- Is the central theme visible throughout the presentation?
- Is everything explained clearly enough?
- Is the content consistent with the topic of the presentation?
- Is the length of the presentation ok?
- What could be omitted?
  because it…
  - is too difficult
  - it is too simple (and already known)
  - it is nothing new or not important enough
  - does not fit in the topic
  - does not fit because it would take too much time
- What should be added?
  for example…
  - further explanations
  - some examples
  - pictures / illustrations

2 Slide design

- Do the slides exactly contain what should be shown?
  - no superfluous details that are not explained
  - no missing explanations
  - no extensive passages where talk is not supported by slide content
- Are the slides self explanatory, e.g. a listener can follow even if she/he did not pay attention for a moment?
- Are the slides clearly laid out?
- Is everything well readable?
  - font sizes
  - colours
- Are there no mistakes on the slides?
- Is the information mostly in bulleted text (not whole sentences)?
- Is the slide design appealing?
- Is the background pleasant to look at or cluttered?
- Do the animations make sense or are they distracting?

- Is the design consistent?
  - fonts
  - colour scheme
  - highlighting
  - illustrations / formulas
  - design of titles and headings
- Diagrams, illustrations, tables and formulas
  - Can the audience see what should be seen?
  - Can the audience grasp quickly what is meant?
  - Are the captions sufficiently informative?
  - Can the audience read everything well enough (i.e. fonts in illustrations and tables)?
  - Are there no misleading details?
- Formulas
  - Are all symbols well explained (in case they are not publicly known)?

3 Delivery

- Is the presentation delivered freely?
  - not read from a manuscript or learned by heart?
- Is the presentation held in an appealing and interesting manner?
  - Ideal case: does the spark of the speaker's enthusiasm ignite the audience?
  - Realistic case: does the audience not "fade out"?
- Does the speaker address the audience directly?
  - Or does she/he talk mostly to herself/himself?
- Does the speaker appear to be on top of things and well informed?
- Does the speaker always know which slide comes next and what to say when?
- Does the speaker use stick or laser pointer adequately?
- Does the audience have enough time to grasp the meaning of complex illustrations or formulas?
- Is there good illustrative material (if possible)?
- Did the audience learn anything from the presentation?