

Oral Presentation Checklist

These elements are required for a successful oral presentation. Use this checklist to ensure that your oral presentation is as successful as possible:

Element

Y/N

Opening:

- Introduces yourself to the audience
- Introduces your topic to the audience
- Grabs the audiences' attention

Appearance:

- Plan to dress professionally

Organization

- Speech develops logically with reasoned arguments
- Ideas and information are clearly conveyed
- Speech transitions smoothly between sections
- Speech contains a clear introduction, body, and conclusion

Research

- Have incorporated interviews with experts or professionals encountered during fieldwork into your speech
- Have incorporated information from sources used in your paper
- Information used is credible and accurate
- Incorporated qualitative or quantitative data into your speech

Mechanics

- Are using correct diction
- Are using correct grammar
- Are using correct pronunciation
- Are cutting down on filler words such as "um"

