

Team Presentation Checklist

Content and Presentation Media

- ☐ Do you have an introduction slide?
- ☐ Do background and font colors contrast for ease of reading?
- ☐ Are fonts clean, professional, and consistent throughout?
- ☐ Is each bulleted note in topic format? (no complete sentences *except for direct quotations*)
Remember: the notes on the slides are to help guide your audience from point to point. You will have more in-depth notes to speak from—just be sure to *talk* to us, not *read* to us.
- ☐ Graphics:
 - Are they relevant? Do they serve to further explain, illustrate, or enhance the content?
 - Are they clear—do they complement the text/everything else on the slide, or do they distract from it?
- ☐ Has your team covered every required element of your presentation?
- ☐ Do you have specific examples to support, further explain, or illustrate each point? Have you fully developed each point?
- ☐ Do you have a Works Cited slide?
 - Is each entry in proper MLA format?
 - Does each entry begin with a hanging indent?

Presentation

- ☐ Every member must participate equally in the presentation.
- ☐ Be sure your presentation *flows* from one point to the next with smooth transitions.
Practice to avoid awkward pauses/transitions.
 - Tie each point back to your main idea as well as to the preceding point.
 - Practice team movements to transition smoothly between each member's part.
- ☐ Stand up straight. Don't chew gum. Keep hands out of pockets—use them instead to gesture naturally to emphasize points you make.
- ☐ Speak clearly and loudly enough so that your voice carries to the back of the room.
- ☐ Vary the pitch of your voice and the pace of your speaking to help your audience better understand your meaning than if they were just reading it. Varying pitch and pacing also make your speech sound natural instead of mechanical.
- ☐ Talk **to** your audience, not **at** them. Make eye contact and connect with your audience; be able to speak about your points with the bulleted notes as guides.
- ☐ Face the audience, not the screen behind you.
- ☐ Dress to impress.