

# ORAL PRESENTATION CHECKLIST

## BEFORE SPEECH

- I have written a draft of the speech.
- The draft organizes the information I plan to present.
- I have used clear language or provided definitions when necessary.
- The writing on my cue cards (if allowed) is in point form.
- When working with a partner, we evenly divided the work to present.
- I have practiced my speech before hand.
- I timed the presentation during the practice run.
- I have properly cited any outside resources.

## DURING SPEECH

- I took a deep breath before I started.
- I introduced myself and stated the purpose of the presentation.
- I smiled at my audience.
- I did not fidget. My body language showed confidence, purpose, and a positive attitude.
- I faced my audience, looked around, and made eye contact with a few people.
- I tried to involve the audience but did not single anyone out.
- My cue cards and slides were a reference; I did not read my speech word for word.
- I spoke clearly, at a steady pace, and with enthusiasm for my topic.
- I spoke loud enough that the people in the back were able to hear me.
- When giving a speech with a partner, we did not talk over each other.
- When working with a partner, we both took turns answering questions.
- I stayed within the time limit of my presentation.