

INTRODUCTION

- Do I have an effective attention getting technique? (Use your creativity, make it interesting!)
- Is it well linked to my presentation? (Do I have a bridging sentence that ties it to my topic?)
- Do I use my attention getting technique before introducing my topic?
- Do I greet my audience? (a warm welcome is always a good start!)
- Do I introduce myself?
- Do I introduce my topic? (And am I enthusiastic about it?)
- Do I have an overview?
- Have I specifically written down my topic and parts of the body in my overview?
- Do I need to give background information? If yes, is it briefly covered in the intro right after the overview before you start the body part?

ORGANIZATION

- Do I use clear and strong signposts? (refer to your book to see examples)
- Are the ideas in logical order?
- Do I have only one focus point? (don't use advantages & disadvantages together OR effects and types, for example)
- Do I have a manageable number of subtopics? (avoid listing of many items; make sure you have 2 or 3 subtopics which you explain thoroughly)
- Have I shown my outline to my instructor? (highly recommended)
- Is the duration of my presentation within the time limit?

CONTENT

- Do I present rich content? (reminder: only mentioning the sources does not mean you explain your subtopics)
- Do I use examples, statistical info, analogies, explanations or comparisons to explain information? What type of supporting techniques would my audience need to better comprehend the points I make?
- Have I used a variety of sources?
- Do I orally cite 3 sources in the body part of my presentation?
- Are my sources reliable?
- Do I mention the surnames, dates or other important reference information clearly?
- Have I used a variety of oral citation structures? (refer to your book to see examples)

DELIVERY

- Do I look willing to present the information?
- Do I have a loud enough voice that can easily be heard?
- Do I have the desire to give an effective presentation? (this is your final presentation, put a show on the stage!)
- Have I practiced enough to achieve fluency?
- Do I move too much? Don't!
- Do I look confident?
- Do I avoid turning my back to the audience?
- Do I integrate my slides into my presentation well? (by pointing at them, by signposting..etc.)

LANGUAGE

- Have I checked the pronunciation of the words that I am not familiar with?
- Do I use correct structures and diverse vocabulary?
- Is my speech in spoken discourse? (signposts / sources simplified in your own words/ interactive language / asking questions when explaining things)
- Do I use quick summaries after complicated information?
- Do I elaborate on my charts / graphs / pictures? (Remember the 3 stages: introduce, explain, draw conclusions)
- Do I avoid reading the slides?

VISUALS

- Do I have enough number of visuals?
- Are they effective in terms of design?
- Are they visible? (Font size: 24-26 / color)
- Have I checked the spelling / grammar of my slides?
- Do my slides include reference information in APA style? E.g. (Jones, 2011, p.5)
- Do I have sentences, long paragraphs on my slides? Don't!
- Are my slides visually supported? (pictures / clear tables / flow chats)?
- Are my slides consistent with one another? (the way you list info / the fonts / the size / the style)
- Do I use parallel structures in my bullet points? (all noun phrases or gerunds; for example)
- Is my end-text reference list in APA format? (alphabetical order, italics..etc.)

CONCLUSION

- Do I use a concluding remark to signal my conclusion?
- Do I summarize the parts of my presentation?
- Do I give a memorable message to create impact in my conclusion?
- Do I show my references?
- Do I thank my audience and invite questions?

A final word:

You all have the great potential necessary to give an effective presentation! Be careful with the criteria and believe in yourself...I wish you good luck in your presentations, and expect to feel proud when I see your grades 😊