CHECKLIST FOR CREATING A SUCCESSFUL PRESENTATION

Questions for your project group:

- Have you put all the information in a good order? ☐
- Have you sorted all the material so you can easily show it during your presentation? ☐
- Have you prepared interesting and well-structured visuals or handouts? ☐
- Does your material look well-organized? ☐
- Have you collected important facts? ☐
- Can you give reasons for the facts you want to present? ☐
- Will the audience be able to follow you easily? ☐
- Have you made a list with all the important new words in your talk? ☐
- Can you explain the new words to your classmates? ☐
- Have you decided in your group who has to speak first, second, ... and last? ☐

Questions for you:

- Have you structured your talk? Does it have a beginning, a main part and an ending? ☐
- Have you prepared a good beginning in which you tell the audience what you will talk about? ☐
- Does your main part have no more than three to five main points? ☐
- Have you prepared a good conclusion in which you briefly summarize the main points? ☐
- Have you prepared cue cards with notes? ☐
- Have you practised giving your talk with the help of your notes? ☐
- Have you revised typical phrases for presentations? ☐
- Are you prepared to answer questions after your talk? ☐