

Presentation Strategies Checklist

Check	Verbal strategies:
	clear voice
	strong pace (not too fast, not too slow)
	volume (not too loud, not too soft)
	enthusiasm
	tone (friendly, inviting)
	pausing (not too long)

Check	Visual and audio aids:
	using images and sounds that enhance the information being shared (when possible)
	not delivering too much information at once
	using charts and graphs when possible
	providing written information

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Check	Non-verbal strategies:
	using body language to emphasize points
	dressing appropriately for the presentation
	practicing presentation

Check	Purpose and audience:
	keeping the presentation to an appropriate length
	knowing audience and using proper vocabulary and terminology for that audience
	allowing time for audience interaction
	keeping the purpose clear