Preparing an Effective Research Presentation Tutorial

Checklist B - Oral Presentation Delivery Checklist

1. Dress professionally for your presentation.

2. Speak from your slides, which are your visual aids, referring to specific things on the slides and explaining each slide. Do not assume that the audience will be able to interpret the slides for themselves.

3. However, do not stare at your slides the whole time. Your presentation should be delivered facing the audience and you should establish some level of eye contact with the audience.

4. If you use a laser pointer, use it judiciously to point to selected items you wish to draw the audience's attention to and then put it down or turn it off. Do not use the laser pointer on every slide and do not use it to move down a line of text you are reading. Under no circumstances should you wave or jiggle a laser pointer around rapidly over a slide.

5. Remember that there may be members of your audience for whom English is not the first language, so speak more slowly and distinctly than you normally would. This will be appreciated by those for whom English is the first language, as well!

6. Do not read your presentation.

7. Stand erect and do not lean on the podium.

8. Do not speak about something that has nothing to do with the slide in front of the audience.

9. Finish within the designated time limit.

10. Be prepared to answer questions about your presentation.

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