

### BLM OLE.5#3: Oral-Presentation Checklist

Name \_\_\_\_\_ Date \_\_\_\_\_

Use this checklist to decide whether you are ready to share your presentation with the class or whether some points need your attention. When you have attended to the Needs Attention column, tell your teacher you are ready to give your oral presentation.

Presentation Components	Ready	Needs Attention
<b>Content</b>		
• Is my presentation organized?		
• Does it have a beginning, a middle, and an end?		
• Have I read the presentation to ensure that		
— all content is relevant to the topic?		
— no further editing is needed?		
• Have I made sure that the vocabulary is		
— specific to the topic?		
— used appropriately?		
• Have I planned something special to make my presentation creative and unique?		
• Have I prepared visuals (e.g., poster, photographs) that		
— enhance my presentation?		
— show what they are supposed to show?		
<b>Delivery</b>		
• Do I need		
— cue cards?		
— a pointer?		
— handouts?		
• Have I read my presentation, and reminded myself to		
— speak clearly and enunciate well?		
— use interesting tones of voice?		
— speak at a normal speed?		
— pause at appropriate places?		
— speak loud enough so all can hear?		
— be enthusiastic, show interest, and smile?		
— look at audience members?		