

Conclusion:

- Do you provide a transition from your main points to your conclusion?
- Are your main points summarized to support your thesis?
- Do you have an appropriate memorable statement to encapsulate the presentation?
- Does your conclusion let your audience know what they should take away from the presentation?
- Is your conclusion sufficiently concise?

Step 3 Style: framing the presentation in effective language

- Is your language clear, concise, and concrete?
- Do you define any technical or special terms?
- Do you use vivid language appropriately?
- Is your language appropriate for you audience and the occasion?
- Do you use repetition, alliteration, and parallel style to aid your audience?

Step 4 Memory: practice, practice, practice (committing to memory is not the same as memorizing it)

- Are you familiar with the main points?
- Can you visualize moving from point to point within the presentation?
- Can you talk conversationally about the content of the presentation without over referencing your notes?
- Have you rehearsed sufficiently while employing the items noted below in step 5?

Step 5 Delivery: presenting the message**Personal:**

- Is your presentation extemporaneous?
- Do you make sufficient eye contact?
- Do your gestures complement ideas?
- Does your body movement underscore the presentation rather than detract from it?
- Have you eliminated vocal fillers (um, you know, like, etc.)?
- Are the rate, volume, and pitch of your voice appropriate?
- Do you have sufficient vocal variety?

Presentation Aids:

- Are your presentation aids well designed and developed?
- Are they appropriate for the presentation?
- Are they used to support points appropriately?
- Are they easy to read and/or hear?
- Are they distracting or are they used well?
- Are they shown only when relevant to the speech?