



Good Presentation Checklist

Business Presentation Mastery Module 2

Good presentations have specific characteristics. Use this checklist as you are developing your presentation to make sure you've created a great talk that helps both you and your audience achieve your goals.

1) **Is my presentation Audience Centered?**

	Yes	No	Maybe	If you answered "No" or "Maybe, explain why
Is my content tailored towards the audience's context?				
Does my presentation address a specific audience need?				
Does my presentation help me achieve <i>my</i> goals as the speaker?				

2) **Is my presentation Focused?**

	Yes	No	Maybe	If you answered "No" or "Maybe, explain why
Is my presentation centered on a clear, concise primary message?				
Can that message be easily remembered and shared by the audience?				
Have I stripped out all non-essential information?				
Do my stories, examples, and anecdotes directly support the central message and concepts?				

3) **Is my presentation Well-Organized?**

	Yes	No	Maybe	If you answered "No" or "Maybe, explain why
Is my content presented in a logical order? Is it clear and easy to follow?				
Does my presentation flow and not skip around from concept to concept?				

Am I able to get myself back on track if I accidentally skip around or go on a tangent?				
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4) **Is my presentation Engaging?**

	Yes	No	Maybe	If you answered "No" or "Maybe, explain why
Do I have interesting stories, analogies, and examples to bring my points to life?				
Do my visuals (if using any) make sense and add to my meaning?				
Are my visuals (if using any) aesthetically pleasing (ie: graphs are easy to read, pictures are clear)				
Have I practiced my delivery – both verbal and non-verbal – so that my performance is engaging?				

5) **Is my presentation Well-Prepared?**

	Yes	No	Maybe	If you answered "No" or "Maybe, explain why
Have I practiced my presentation out loud, both in segments and the whole way through?				
Have I properly timed my presentation so that I don't run over (or under) my allotted time?				
Have I practiced using my visuals (if any)?				
Have I prepared clear, easy-to-use speaker notes?				