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| **PLTW Logo_Web Small** |
| **Presentation Checklist** |
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**Submit this checklist to your instructor before you present.**

**Name of Presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Members:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Did you add information to each slide to enhance your presentation instead of designing your slides to be read?

\_\_\_\_\_ Did you practice your presentation several times?

\_\_\_\_\_ Are you prepared to walk around and maintain eye contact?

\_\_\_\_\_ Did you experiment with different fonts? Remember that some fonts are difficult to read and/or some fonts can detract from the presentation.

\_\_\_\_\_ Is all of your text large, bold, and easy to read?

\_\_\_\_\_ Does your presentation flow and is it easy to read from the back of the room?

\_\_\_\_\_ Have you taken a close look at every sentence or phrase to be sure that it can’t be condensed into a word or phrase that you can verbally add information to?

\_\_\_\_\_ Does your presentation stand out and seem professional?

\_\_\_\_\_ Do you have pictures, graphics, or animations that enhance your presentation?

\_\_\_\_\_ Do you have reference notes?

\_\_\_\_\_ Have you determined which team member will discuss specific slides?

\_\_\_\_\_ Have you identified which team member will answer questions on specific topics?

\_\_\_\_\_ Are you happy with your presentation?

\_\_\_\_\_ Have you discussed any remaining questions with the instructor?