**Before you give a presentation**

Checklist

Before you go to give a presentation you might want to work your way through this checklist.

**Preparation**

* I have rehearsed my presentation.
* I have rehearsed my presentation in front of a mirror.
* I have given my presentation a trial run to a friend or colleague.
* I have checked that my presentation runs to the time allotted.
* I have taped/videoed myself and listened back to it.
* I have prepared speaker notes or cue cards.
* I have annotated my notes to help me get the emphasis right.
* I have thought about where to breath.
* I have numbered my notes in case I drop them.
* I have prepared any visual aids that I may need.
* I have prepared any handouts that I wish to give out.
* I have checked my facts.
* I have done a grammar/spelling check.

**Technical**

* I have confirmed that the audio-visual equipment I require will be in the room.
* I have saved my PowerPoint presentation onto at least two formats (disc/USB/hard drive/email ).
* I have practised using any unfamiliar technology that I am going to use.
* I have sourced an alternative version of any audio or video material (DVD and VHS)
* I have seen the room that I am going to be presenting in or had it described to me.
* I have turned off my mobile phone.
* I have checked the start time.
* **Audience and Other Speakers**
* I have thought about who is going to be in the audience.
* I have brainstormed a list of likely questions that I may be asked.
* I have found out who else will be speaking and what they will be speaking about.
* I have thought about any special needs my audience may have.
* I have thought about ways to engage the audience in my presentation.

**Personal**

* I have got enough sleep the night before.
* I have considered how to combat my nervousness.
* I have thought about my personal appearance.
* I have looked after my health in the week preceding the presentation.
* I have brought a bottle of water to drink if my throat gets dry.
* I have thought about what else I am going to be doing that day.
* I've eaten breakfast.