

PRESENTATION CHECKLIST

1. Who is your audience? All natives? Only non-natives? Mixed?
2. How much time do you have?
3. How much content will you need to prepare? Max. 140 words per minute
4. What is the **key message** you want your audience to take away?
5. Brainstorm what you want to say and write it down.
6. Refine your points into clearer sections and more concise bullet points.
7. Come up with a strong and brief introduction.
8. Decide on a strong and brief conclusion.
9. Add linking phrases to transition between the sections.
10. Underline key words/messages you want to stress.
11. Practice it from start to finish. Repeat as many times as needed. Record it.
12. Change, amend and remove as necessary.
13. **Triple check** pronunciation of key words, repeated words and names.
14. **Triple check** numbers, figures or statistics.
15. Plan in advance what you will do/say if you go blank or get stuck
16. Prepare answers to questions you are likely to get from the audience.
17. Decide what to say if you don't know the answer.
18. After, take 5 minutes to reflect on what went well and how to improve.

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