

# Presentation Delivery Communication Checklist

## Preparation

- ☐ Reviewed main ideas and key points
- ☐ Arranged logical flow/structure
- ☐ Practiced transitions between slides/topics
- ☐

## Verbal Communication

- ☐ Used clear, concise language
- ☐ Maintained appropriate volume
- ☐ Used varied tone and pace
- ☐ Enunciated words clearly
- ☐

## Non-Verbal Communication

- ☐ Maintained eye contact
- ☐ Used effective gestures
- ☐ Used purposeful movement
- ☐ Displayed confident posture
- ☐

## Audience Engagement

- ☐ Encouraged participation/questions
- ☐ Checked for understanding
- ☐ Responded to audience cues
- ☐

## Visual Aids

- ☐ Slides/props visible to all
- ☐ Minimized reading from slides
- ☐ Referenced visuals appropriately
- ☐

