

Sample Checklist for Team Presentation

Checklist for group presentations

In planning our presentation we have...

- Found ways to keep the audience interested
- Avoided including too much content
- Made it clear where we are going (at the start, linking sections etc.)
- Made sure that each presenter states how their section fits in with the rest
- Developed clear and appropriate visuals (PowerPoint slides, diagrams etc.) and handouts
- Worked out ways to involve the audience (e.g. invited comments, encouraged questions)
- Allowed time for questions, and thought through what people might ask
- Summarized appropriately, outlining key points
- Worked out how we are going to gauge what the audience already knows
- Rehearsed our presentation and given each other feedback (checked timing etc.)
- Prepared index cards or skeleton notes to refer to (rather than reading notes in full)

(Adapted from Gibbs, *Learning in Teams*, pp. 50–51.)