

Checklist for Effective Presentations

Equipment

- Test the required equipment at least one day before your presentation.
- Provide your own equipment if you are not familiar with what equipment is available.
- Know who to call if you have problems.
- For really important presentations, have a backup.

Practice

- Practice the timing of your presentation.
- Get feedback on your presentation from an honest critic.

Content

- Accurate and Current
- Appropriate for your audience's educational level.
- Appropriate for scheduled time: 3 major points per hour.
- Relevant to what learners need
- All important points mentioned in presentations should be included in slides.
- Reinforce key points at the end of your presentation.
- Spell check your presentation.

Organization

- Overview to set context and relevance.
- Objectives
- Priorities indicated by outline and bullets.
- Need to know (to be learned) information identified.
- Organized, e.g., most common to least, most important to least.
- No long paragraphs of text.
- Use color to emphasize important information.

Graphics & Design

- Import significant images (100 dpi sufficient usually; no more than 1 MB each).
- Use graphs to visualize tabular data.
- The "Rule of Six" is helpful: "Maximum of six words per six lines per visual."
- Use color schemes from PowerPoint's templates.
- Place departmental or school graphics in the background layer once (not on each slide).
- Include slide numbers so you can judge where you are in your presentation

Delivery

- Tell your audience you are glad to be there teaching.
- Ask people on the back row to raise their hands if they can hear you.
- Be enthusiastic about talking to the audience about your topic.
- Talk to the audience, not the projection screen.
- Make sure you can be seen in a darkened room.
- Use a laser pointer or mouse pointer to emphasize points.
- Allow time for questions.

Options to Consider

- Publish your slides on the web for later reference as PDF files.
- Add your narration and save your presentation in Flash or QuickTime streaming formats.
- Include digital video or audio files within your presentation (e.g., heart sounds, procedures).
- Publish your presentations to peer reviewed educational collections (AAMC MedEd Portal, HEAL Central, Merlot.org)