



# Presenting Well Checklist

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This checklist is associated with the “Get Prepared to Present Well” video available on YouTube (<http://www.youtube.com/watch?v=3OmOlzgPOqo>). Watch the video before using this document.  
The checklist can be used personally or to evaluate another presenter.

## Evaluation Key

- The requirement was not met
- The requirement was partially met
- Successfully met the requirement

Notes for the presenter

## Words

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- No reading from slides or notes
- Practiced aloud at least 5 times
- Avoided awkward pauses (“um”)
- Delivery flowed like a conversation
- Asked questions

## Actions

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- Maintained eye-contact
- Avoided being stationary
- Enthusiastic and animated body language
- Did not seem rushed
- Appropriate dress style

## Slides

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- Avoided excessive text
- Used visuals over text to convey information
- Limited lengths of bullets to only few words
- Clean slide layout (limited distractions)
- Consistent layout throughout

## Content

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- A powerful beginning
- Logical layout
- Used referenced material
- Good verbal transitions between slides
- A memorable conclusion