

Checklist PRESENTATION – Short Talk

Aspects to check
Does your presentation contain 3 main slides maximal? (You can put in an additional slide for the title/introduction) SJF template
Is text on the slides avoided as much as possible? prefer image, pictures and graphs
Is your text and lettering constant and reader-friendly? Letter sizes as big as possible, same structure of the text
Are the axes of the graphs labelled clearly? (if you use any)
Do arrows mark things you want to point out? (if you use any) pointing at things is s a bit tricky – avoid pointing all the time and “randomly”
Do you have a clear introduction (object of interest)? motivate what you did and present the problem you wanted to solve
Do you mention in the “Results” what <u>you</u> find out? show it clearly and confident!
Are your main ideas clearly communicated (YOU like to attract the audience to have a look at your Poster afterwards)? the ones you really want people to remember
Does your talk last 90 seconds , not more?
Are you speaking loud and slowly? the auditors aren’t as familiar with the subject as you are
Be sure that every student of your group is speaking and taking over a part of the presentation
Do you keep eye contact with the auditors? at least fix the wall behind the audience Avoid looking permanently at the computer, the slides or your notes!