

Checklist PRESENTATION – Short Talk

Aspects to check
<ul style="list-style-type: none"> Does your presentation contain 3 main slides maximal? (You can put in an additional slide for the title/introduction and a closing slide at the end for acknowledgements)
SJF template
<ul style="list-style-type: none"> Is text on the slides avoided as much as possible?
prefer image, pictures and graphs
<ul style="list-style-type: none"> Is your text and lettering constant and reader-friendly?
Letter sizes as big as possible, same structure of the text
<ul style="list-style-type: none"> Are the axes of the graphs labelled clearly? (if you use any)
<ul style="list-style-type: none"> Do arrows mark things you want to point out? (if you use any)
pointing at things is a bit tricky – avoid pointing all the time and “randomly”
<ul style="list-style-type: none"> Do you have a clear introduction (object of interest)?
motivate what you did and present the problem you wanted to solve
<ul style="list-style-type: none"> Do you mention in the “Results” what <u>you</u> find out?
show it clearly and confident!
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Does your talk last 3 minutes, not more?
<ul style="list-style-type: none"> Are you speaking loud and slowly?
the auditors aren’t as familiar with the subject as you are
<ul style="list-style-type: none"> Be sure that every student of your group is speaking and taking over a part of the presentation
<ul style="list-style-type: none"> 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!
<ul style="list-style-type: none"> Are you ready for questions from the audience?