

# Evaluating your presentation

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Watch the video of your presentation. As you watch it, go through the following checklist. Each point is related to a best practice for presentations.

Do you:

- Use an attention-grabbing opening?
- Start with broad ideas and later talk about specific details?
- Speak in short sentences?
- Pause for five seconds after showing a data visualization?
- Pause intentionally at certain points?
- Keep the pitch of your voice level?
- Stand still and move with purpose?
- Maintain good posture?
- Look at your audience (or camera) while speaking?
- Keep your message concise?
- End by explaining why the data analysis matters?

## Evaluate your slide deck

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Next, it's time to evaluate your slide deck. Watch your video again. As you watch it, consider the following questions. Each question is related to a best practice for slide decks.

Do you:

- Include a good title and subtitle that describe what you're about to present?
- Include the date of your presentation or the date when your slideshow was last updated?
- Use a font size that lets the audience easily read your slides?
- Showcase what business metrics you used?
- Include effective visuals (like charts and graphs)?

After you complete this checklist, save it for later. If your presentation did not check off every best practice, don't worry. Later in this course, you will learn more presentation skills so you can rerecord and reevaluate this presentation.