

## **Presentation Preparation Checklist**

Before presenting, make sure you can answer “YES” to these questions!

### **Authenticity**

- ☐ I have chosen a topic that personally matters to me?
- ☐ I have included at least one personal story, example, or reflection?
- ☐ My presentation sounds like me, not a generic essay?

### **Content & Development**

- ☐ I have clearly explained my ideas with real examples or details?
- ☐ I have organized my points in a clear, logical way?

### **Delivery**

- ☐ I have practiced speaking without reading every word?
- ☐ I am ready to make eye contact with the audience?
- ☐ I have rehearsed speaking clearly and with energy?

### **Timing**

- ☐ I have rehearsed to ensure that my presentation is 8–10 minutes.