

# Presentation Skills Checklist

## Simple Guidelines for Giving a Presentation

### What are presentation skills?

Good presentation skills are an extension of good communication skills. Communication is a two-way process: the message has to be delivered clearly but the process is only complete when you are confident that your message has been received successfully and understood.

### What separates good presentations from bad?

Giving a good presentation is easy... provided you know the characteristics that separate a *good* presentation from *bad*. Compare and contrast these characteristics using the table below:

Good presentations ☺	Bad presentations... ☹
<ul style="list-style-type: none"><li>▪ Energy and passion</li><li>▪ Eye contact with audience</li><li>▪ Speaking clearly and loud enough</li><li>▪ Move around the classroom as you speak</li><li>▪ Use appropriate anecdotes and humor</li><li>▪ Wear proper attire</li><li>▪ Well-structured arguments</li><li>▪ Legible slides</li><li>▪ Varied slide types</li><li>▪ No more than 1 slide per minute</li><li>▪ Use of other technology; e.g. video</li><li>▪ Finish on time and allow for questions</li></ul>	<ul style="list-style-type: none"><li>▪ Lack of purpose</li><li>▪ Poor body posture, no eye contact, and speaking in a monotone voice</li><li>▪ Unnecessary repetition (within presentation or of previous speaker)</li><li>▪ Lack of preparation</li><li>▪ Too complex/simple for audience</li><li>▪ Too many slides</li><li>▪ Illegible slides</li><li>▪ Over-use of PowerPoint technical effects</li><li>▪ Poor use of color in slides</li><li>▪ Incorrect use of technical equipment</li><li>▪ Over-running your allotted time</li></ul>

### What are the components of a good presentation?

A presentation can be divided into three parts, each with its own set of questions you should ask yourself and answer prior to the presentation date:

#### I. Introduction

- How will you create rapport with the audience?
- How will you grab your audience's attention? Will you use a quote, picture, fact, or story?
- What is the purpose of your presentation and how will you state this clearly at the beginning of your talk so your audience knows what's in store for them?

#### II. Main body of presentation

- What is the logical sequence for the topics you want to cover and can you develop a *road map* or story to help the audience navigate the presentation with you?
- What are the 3-5 key points you want to deliver and how will you use data or illustrations to support transmitting these points to your audience?
- How will you recap your points, then make the transition to the next section of the presentation?

#### III. Summary

- Summarize all key points.
- Inspire the audience to act on the information you've provided them.

### For more information:

Send an email to: [irri-training@cgiar.org](mailto:irri-training@cgiar.org) or visit the Rice Knowledge Bank at

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