

# ORAL PRESENTATION CHECKLIST

The five P's of Oral Presentation:

1. Purpose
2. Planning
3. Preparation
4. Practice
5. Performance

**Purpose:** Will you...

- ✓ ...inform?
- ✓ ...educate?
- ✓ ...influence?
- ✓ ...entertain?

**Planning:** Design a timeline using blocks in order based on:

- ✓ Importance
- ✓ History
- ✓ Significance

**Preparation:**

- ✓ Learn everything you can about your topic
- ✓ Prepare notes on index cards
- ✓ Include a simple story or example
- ✓ Prepare a strong opening and closing

**Practice:**

- ✓ Practice alone
- ✓ Perform for family and friends
- ✓ Videotape yourself

**Performance:**

- ✓ Dress for success
- ✓ Wear costumes if allowed
- ✓ Take a few deep breaths
- ✓ Look around the room
- ✓ Avoid looking at those who could distract you
- ✓ Thank your audience

**Oral Presentation skills are prominent in such areas as:**

- ✓ **Business**
- ✓ **Medicine**
- ✓ **Entertainment**
- ✓ **Sports**
- ✓ **Education**

**Oral Presentations help the teacher evaluate:**

- ✓ **Memory skills**
- ✓ **Self-confidence**
- ✓ **Problem-solving**
- ✓ **Following instructions**
- ✓ **Research and organization**
- ✓ **Understanding**
- ✓ **Time management skills**
- ✓ **Creativity**

**Tips for better preparation:**

- ✓ **Determine the order of the presentation**
- ✓ **Use index cards**
- ✓ **Memorize your introduction and conclusion**
- ✓ **Practice out loud**

**...and most important of all**

**HAVE FUN!**