



Presentation Rehearsal Checklist

Use the checklist below to work through a series of rehearsal strategies that will help you to be prepared for your oral presentation.

	Rehearsal Strategy	Rationale . . . Why Do This?
	Write out key points for each slide (even if you don't plan to use cue cards).	. . . because this will help you organize what you need to say and give you "speaking points."
	Try saying the key points out loud and listen to see if it sounds conversational.	. . . because this will help you discover whether you have any gaps in your understanding of the material and also hear if any of the points sound awkward when said out loud. Sometimes language looks great on the page, but isn't actually what a person would say out loud.
	Try giving your presentation in front of a mirror. Do this at least two or three times.	. . . because this will help you pick up on your positive and negative body language. Focus on keeping your eyes, your hands, and your posture as natural as possible. Smile!
	EXTRA PRACTICE: Run through your presentation in your head or under your breath as you commute to school, exercise, or do chores around the house.	. . . because extra practice will give you confidence that you will remember the points and that what you say will sound natural.
	If possible, try to find a time that your classroom is free so that you can go in and practice your presentation using the space and technology that is available to you.	. . . because this will give you a chance to make sure that everything will run smoothly in the environment you will actually be presenting in and give you a chance to make sure that you can project your voice to the back of the classroom.
	Ask a classmate, friend, or family member to watch you give your presentation. Have them give you feedback on what you did well and what needs improvement. This can feel awkward, so be sure to choose someone you are comfortable with.	. . . because this will give you the chance to receive feedback on content, body language, voice, and overall impression that you might miss when practicing alone.
	Before the presentation, run through the presentation one last time to make sure that you remember all of the important points. If you don't have time for this, review one or two of the slides you think you will find the most challenging.	. . . because it will give you confidence going into the presentation and ensure that the material is fresh in your mind.