Assess your learning: structure, layout and graphics

Use the following checklists to make sure your presentation will work.

CHECK LIST			
QUESTIONS	YES	NO	Aspects to change or improve
Have you calculated the time necessary to present the visuals?			
Have you prepared a comment for each slide?			
Have you checked the equipment? PC, projector, internet connection?			
Is there a slide to introduce the theme of your talk?			
Are the visuals large enough to be seen clearly by everybody in the room?			
Have you used the same layout and graphics for all your slides?			
Is there a clear contrast between the lettering and the background?			
Is the font large enough to be read easily by all the audience?			
Are there no more than 5/6 bullet points on any of your slides?			
Do the photos, graphs, charts and other images really support your talk?			
Are the images and text easy to understand?			
Is there a final slide with a concluding message?			
Have you made sure you are not infringing copyright?			