# **Communication, teamwork, and presentation skills**

## Checklist for planning a presentation

### **For all presentations:**

* I know the date, time, and venue for my presentation.
* I am clear about what is expected from my presentation – topic, length, slideshow guidelines, and so on.
* I am familiar with the technology I will use for my presentation, and I have a Plan B in place – just in case the technology fails.
* I have considered providing handouts or other materials to my audience, and have thought about ways to interact with or otherwise involve the audience.
* I have checked out the All Aboard online tutorial on Presentation skills and tools available at <http://www.allaboardhe.ie/presentation/>.

### **For individual presentations:**

* I have extensively researched my presentation content.
* I have sought feedback from classmates, my lecturer or tutor, family, and/or friends on my presentation content.

### **For group presentations:**

* I know who’s in my group and we have scheduled regular meetings to work on our presentation.
* We have exchanged contact details and can communicate online or by phone between meetings.
* We have allocated roles and tasks to all team members and have agreed on deadlines for completion.
* My group has a shared understanding of what we are trying to achieve. We have agreed on key content to include and the grade that we are aiming for.

### **Presentation slides:**

* I (and my group, if applicable) have a clear understanding of any guidelines that my lecturer or tutor has provided for designing presentation slides.
* I have consulted the checklist for creating a presentation slideshow available on the Academic Skills Hub.
* I am confident that my presentation slides are original and that the content has not been plagiarised, **and**
* Where I have used images or quotes, I have referenced them correctly, according to the conventions of the discipline or subject area.

### **Presentation delivery:**

* I have consulted the top tips for oral communication skills, written communication skills, and non-verbal communication skills available on the Academic Skills Hub.
* I have consulted the checklist for delivering a presentation available on the Academic Skills Hub.
* I have practiced delivering the presentation a number of times.
* I recognise that delivering a presentation can be nerve-wracking but it that this is an important skill for study, work, and life.

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