

Name: _____

Date: _____

Plan, Practice, and Present

Use this checklist to help you plan, practice, and present an oral presentation.

PLAN

- ☐ Research your topic. Write the information on note cards.
- ☐ Highlight the main points on each card.
- ☐ Organize your cards in an order that makes sense.

PRACTICE

- ☐ Practice in front of a friendly audience or the mirror.
- ☐ Start with something that will grab the listeners' attention.
- ☐ Get used to using your note cards.
- ☐ Practice speaking slowly and clearly.
- ☐ Practice looking at your audience.

PRESENT

- ☐ Try to relax!
- ☐ Don't read your note cards. Use them only as reminders.
- ☐ Look up! Make eye contact.
- ☐ Speak up!
- ☐ Move around and use expression to hold your listeners' attention.

