

## **PREPARING YOUR PRESENTATION**

### **Introduction:**

What have you included to catch your audience's attention?

Have you introduced your topic by clearly stating it and previewed the body of your speech?

How have you established your credibility?

### **Body:**

What transitions have you used to guide us through your argument?

Have you made claims and provided quality evidence?

Is your evidence specific enough?

Are your graphics simple and easy enough for viewers to read?

Are your structure and organizing methods working as you anticipated?

How have you appealed to our heads, hearts, and conscience?

### **Conclusion:**

How have you prepared us for the close?

How have you emphasized your point?

Have you summarized your argument for us?

How have you prepared to leave us with an impact?

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## **PREPARING YOURSELF**

Have you practiced your vocal delivery techniques?

Have you planned what to wear?

Have you practiced with the graphics you created so they are useful to the audience and not distracting?

Have you recorded a rehearsal so you can observe your body movement?

How many times have you done a dress rehearsal and do you feel confident?