

Checklist for Using Presentation Aids

- _____ Will my presentation aid enhance understanding?
- _____ Is my presentation aid easy to understand?
- _____ Is there enough information on my presentation aid?
- _____ Is there too much information on my presentation aid?
- _____ Is my presentation aid neat?
- _____ Is the print on my presentation aid large enough for all audience members to read?
- _____ Is everything on my presentation aid drawn to scale?
- _____ Do I have the necessary equipment to use my presentation aid?
- _____ Do I know how to use the equipment?
- _____ Will I need tape or thumbtacks to position my presentation aid?
- _____ Have I practiced presenting my speech using my presentation aid?
- _____ Could I give my speech just as well, if not better, without my presentation aid?

(STAPLE TO OUTLINE)