



CAIN PROJECT

Presentation Checklist

| Content | Visuals |
|---|--|
| <ul style="list-style-type: none">• Introduced self• Engaging introduction• Gave overview of presentation• Provided context surrounding disaster• Coherent pattern of organization• Sufficient detail to support claims• Used a variety of sources• Summarized key points clearly at end• Planned a conclusion (not just "I guess that's it") | <ul style="list-style-type: none">• Used persuasive slide titles• ("Tracking System Failure") rather than low content phrases ("Problem")• Appropriate number of words and items on slides (not overloaded)• Used Font sizes in diagrams that could be read easily• Diagrams focused on critical elements, not excessive in detail• "Detail" or "excerpt" diagrams used to identify key components or decisions• Comparisons that made analysis or design choices clear and easy to evaluate• Background that did not interfere with diagrams or text• Text and diagrams placed sufficiently far from edges of slide to make organization of information clear though "white" or empty space• Images appropriate for audience• Color choices that are easy to view |
| Delivery | Questions and Answers |
| <ul style="list-style-type: none">• Avoided fillers ("you know" and "Uhms")• Spoke loudly enough to be heard in the room• Pronounced words clearly• Spoke without noticeable pauses in mid-sentence• Used falling intonation at the end of sentences• (Avoided upwards "questioning" intonation that seems uncertain)• Varied pace of voice for emphasis• Looked at all portions of the audience• No significant loss of eye contact from gesturing toward screen• Spoke key points (such as conclusion) without reading• Did not read to audience• Used concept-related gestures to show relationships• Avoided nervous hand movements• Stood straight• Planted feet | <ul style="list-style-type: none">• Answered questions without merely denying the need to consider the issue• Appeared open and confident during Q&A (no cover-up gestures)• Challenged definitions or criteria presented in questions that were not relevant• Began answers with general statement of overall answer to question then added details or explanation• Did not evaluate questions ("That's a good question")• Stepped toward questioner or at least held position• Addressed response to everyone not just person who asked question |