

**CE 06015**  
**Lecture 2**  
**Oral presentation and Interview**

**CHECKLIST FOR AN ORAL PRESENTATION**

- 1. Did you practice your talk – a lot?
- 2. Are your slides informative?
- 3. Is your talk within the time limit?
- 4. Are you aware of any appalling sounds or habits you show when presenting?
- 5. Did you find out who your audience will be?
- 6. Are your slides logically organized?
- 7. Do you have an overview slide?
- 8. Do you have a summary slide?
- 9. Did you prepare notes?
- 10. Did you write down
  - i. Your opening statement?
  - ii. Important transitions?
  - iii. Concluding remarks?
- 11. When preparing your slides, did you concentrate on the main points in each portion of your talk?
- 12. Do all figures and tables have a title and a legend?
- 13. Are visuals and text aligned well in each slide?
- 14. Is each slide logically organized and uncluttered?
- 15. Did you use visuals where possible rather than text?
- 16. Is text used sparingly but informatively?
- 17. Is the font large enough?
- 18. Are slides/figures/tables kept simple?
- 19. Are exhibits attractive? Is color used well?
- 20. Did you proofread your text?
- 21. Have you familiarized yourself with the setup?
- 22. Did you ensure that there will be no ugly compatibility problems in between computers or versions of computer programs?
- 23. Did you pack a (laser) pointer?

**ORAL PRESENTATION GUIDELINES**

1. Prepare your talk well ahead of time.
2. Practice, practice, practice
3. Get to know your audience
4. As an overview for your presentation
  - Tell the audience what you are going to tell them
  - Tell them
  - Tell them what you have told them
5. Organize your slides and include
  - First slide: Title slide
  - Second slide: Overview of talk
  - Third slide: Introduction and background

- Subsequent slides: Present what you studied and how you studied it. Present your results.
- Final slides: Present your conclusions and the main points that support it.
- Optional final slide: Use a credit slide in which you acknowledge those who have worked with you or financed your research.
6. Know how to use visual aids.
  7. Prepare visual aids well ahead of your talk.
  8. Make exhibits look attractive.
  9. Keep exhibits simple.
  10. Think graphically.
  11. Stick to the time limit.
  12. Prepare notes.
  13. Make sure you can be heard by the entire audience.
  14. Speak neither too fast nor too slow.
  15. Avoid appalling sounds.
  16. Use smoothers and transitions.
  17. Be conscious of body movement.
  18. Keep eye contact.
  19. Face the audience.
  20. Stay within the presenter's triangle.
  21. Use gestures.
  22. Make sure that you are in charge.
  23. Stay calm and polite.
  24. Know how to make a proper introduction.
  25. Know how to give an impromptu talk.

#### CHECKLIST FOR A JOB INTERVIEW

- 1. Did you thoroughly research the organization, the interviewer, and the job itself?
- 2. Did you know all interview logistics, such as location, time, and type of interview?
- 3. Did you write answers to the basic questions that you expect to be asked?
- 4. Did you practice the interview without memorizing or over-rehearsing the answers?
- 5. Did you take a practice run to the interview location to make sure you know exactly where it is and how long it takes to get there?
- 6. Did you sleep well last night and brush your teeth and use mouthwash?
- 7. Are you dressed appropriately?
- 8. Did you remain respectful, professional and confident, smiling a little and as calm yet enthusiastic as possible?
- 9. Did you address your unique selling points?
- 10. Did you prepare at least three intelligent questions to ask the interviewer?
- 11. Did you close the interview by telling the interviewer that you want the job and ask about the next step in the process?
- 12. Did you request business cards from each person you interviewed with – or at least ask the correct spelling of their names?
- 13. Did you write thank-you letters within 24 hours to each person who interviewed you?