

## **CHECK LIST 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?