

Quality Check for a Presentation

Your presentation is ready, and you have prepared everything. Now it's time for a final quality check!

With this checklist you can check if you have covered everything and where there is still room for improvement.

This checklist does not provide in-depth coverage, rather it aims to offer help with the general process. Whether specific points are relevant for your presentation depends on your specific tasks. For this reason, you need to decide for yourself how to weigh the individual points.

Requirements	✓
Have I met or kept track of all the deadlines (e.g., preliminary meeting, submission of slides or handouts)?	
Have I carried out all parts of the task correctly?	

Structure	✓
Do I have a clear objective / question that I state in the introduction?	
Have I connected the content in a meaningful way and related it to the question / objective?	
Is the structure logical?	
Are the individual parts of the presentation in reasonable proportion to each other (introduction 10-15%, main part 70-80%, conclusion 10-15%)?	
For group presentations: Do the individual parts contribute to a well-rounded overall presentation?	

Contents	✓
Is everything correct in terms of content?	
Do I mention all the important points (main points are mentioned, unimportant things are omitted)?	
Have I incorporated the seminar's context, if applicable?	
Am I familiar with my topic beyond my presentation and am I prepared to answer questions?	

Research Context	✓
Did I include the research context, different research positions, and relevant literature?	
Did I critically reflect on the research literature and take my own position on it?	
Are sources and literature listed correctly in a bibliography at the end?	

Media use	✓
Does the media I have chosen support my presentation?	
Can I handle the media source confidently?	
Is everything necessary available on site? Do I need to bring my own laptop, adapter, USB stick etc.?	

Visualization	✓
Is visual content presented in a clear, appealing and easy to read way?	
Have I prepared pictures, tables and other graphic elements in a clear and understandable way and do they support the topic?	

Interactive elements / follow-up discussion	✓
Are the tasks for my classmates written in an understandable way?	
Is the task available to my classmates during the interactive part? (on a slide, task sheet, or something similar)	
Have I prepared discussion questions?	

Thesis paper / handout	✓
Is the thesis paper / handout structured clearly and understandably?	
Are the main and important points presented in a concise and understandable way?	
Is the spelling and grammar correct?	
Do the graphic elements (images, tables, graphs, ...) not only serve as decoration, but to support the content?	
Is there a header with information about the person, seminar, lecturer, date and topic?	
Have I listed my sources and literature correctly and completely?	

For the speech rehearsal	✓
Am I meeting the time constraints?	
Is my speech delivery appropriate (comfortable speaking pace, volume, fluency, clarity, appropriate word choice, use of technical language, diversity-sensitive and gender-appropriate language)?	
Is my body language inviting?	
For group presentations: Are the speaking parts equally divided and do they connect well to each other?	

More aspects	✓