

POWERFUL POWERPOINT PRESENTATION CHECKLIST

Hey there, PowerPoint pro! If you want to dazzle your audience with your presentation skills, here an easy-to-use checklist to ensure your slideshow is effective and impactful. Let's do this!



AUDIENCE AWARENESS

- Did I consider my audience's interests, knowledge, and expectations?
- Is my message tailored to resonate with them and make them pay attention?
- Am I addressing their pain points or needs?



WITTY WORDSMITH

- Are my points concise and clear (sentence free)?
- Did I use bullet points to keep it snappy?
- Am I speaking to my slides rather than reading them verbatim?



FONT FINESSE

- Are my fonts easy to read (no Comic Sans, please!)?
- Is there consistency (the same font throughout)?
- Is my text size big enough and the right colour to see from the back?



VISUAL VIBES

- Are my images and graphics relevant to my message?
- Did I banish pixelated and blurry images to the digital abyss?
- Are my visuals enhancing my content, not overshadowing it?



AMAZING ANIMATION

- Did I use transitions and animations purposefully to build a story?
- Are my animation choices subtle and not causing motion sickness?
- Is my presentation a disco-free zone?

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ROOM TO IMPROVE

NEEDS ATTENTION



TECH TALK

- Did I embed videos to add a multimedia punch?
- Did I explore interactive polling tools for audience engagement?
- Are my hyperlinks leading to interactive greatness?



BE LIKE A PENCIL - GET TO THE POINT

- Is my presentation structured in a clear way that leads my audience to a conclusion?
- Is my message easy to follow with enough detail to clarify but not overwhelm?
- Is my concluding clear - does it answer the "so what should we do now" question?



RUN THE REHEARSAL

- Have I practiced speaking my presentation aloud, not just flicking through the slides?
- Did I check my polls and links, equipment and other tech in advance?
- Am I confident and ready to rock the stage?



EMERGENCY KIT

- Do I have a backup plan in case of tech disasters?
- Is there a printed copy of my slides just in case?
- Have I got my confidence-boosting lucky charm be it rabbit foot, fab heels or a sexy suit?



THE "WOW" FACTOR

- Does my presentation get attention and leave a lasting impression?
- Will my audience say, "Wow, that was awesome!"?
- Am I ready to convince the socks off them and knock 'em dead?

If you're answering yes to most of these, then you've got this. Time to slay that presentation and make your audience go "Wow!"

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