

Sample Checklist for Planning Informational Talks

- _____ Have you provoked interest in your topic early in your presentation so that the audience is eager to hear the information you are about to present?
- _____ Have you designed your talk to meet audience needs?
- _____ Have you organized your information with audience comprehension in mind?
- _____ Have you taken steps to help the audience remember the important parts of your talk?
- _____ Have you told your audience how they can apply the information?
- _____ Have you told the audience how you are associated with the topic?
- _____ Have you related the topic to the audience (e.g., shown them how it will enrich their lives)?
- _____ Have you related your new information to what the audience already knows (the strange to the familiar, the unknown to the known)?
- _____ Have you used audio or visual aids in your talk (film, slides, pictures, posters, graphs, audio tapes, video tapes, objects, people, or handouts)?
- _____ Have you placed important information strategically in your talk, to achieve maximum impact?
- _____ Have you made your information rewarding or beneficial to the audience, or provided for reinforcement in some other way?
- _____ Have you followed the basic procedure for planning a talk (e.g., topic selection, audience analysis, organization, introduction, conclusion, rehearsal, and delivery)?

(Adapted from Nelson & Pearson, 1981, pp. 212-213)