

■ Presentation Practice Checklist

Start with Impact

Open with a strong story, bold statement, or engaging question. ■

Own the Space

Stand tall with good posture. ■

Make eye contact before beginning. ■

Pause briefly before speaking. ■

Connect with the Audience

Speak to your audience, not at them. ■

Tailor examples to their needs and challenges. ■

Simplify the Message

Clearly state the one key idea to remember. ■

Rehearse Like a Leader

Practice out loud, standing up, as if in the real room. ■

Use Vocal Variety

Vary pace, tone, and volume. ■

Sound passionate and engaged. ■

Pause with Purpose

Allow space for ideas to land. ■

Avoid rushing through. ■

Tell Stories

Include at least one relatable story or example. ■

Balance data with human connection. ■

Handle Questions Professionally

Listen fully before answering. ■

Be comfortable saying 'I'll get back to you' if needed. ■

Finish with Authority

End with a clear call to action or powerful takeaway. ■

Leave a lasting impression.

