

**Transcript & Practice Presentation Checklist:
Evaluate your partner's slides and presentation
(Answer "True" is the good answer.)**

Slides:

1. [True False] The title slide has all author name(s) & affiliation(s) if #authors < 6.
2. [True False] The title slide has your name and affiliation, but does **not** have your department or student#.
3. [True False] The entire presentation has 12-25 slides.
(For questions 4-6, do your best to guess from the print-out of the slides.)
4. [True False] Slide backgrounds are not obtrusive. Background graphics (if any) relate to the topic.
5. [True False] All slides have good text/background contrast – light on dark or dark on light.
6. [True False] Color is used wisely for highlighting important text, but not overused.
7. [True False] There are no spelling mistakes on the slides.
8. [True False] There are no grammar mistakes on the slides. Note: "How to do this?" is wrong (see question 50 below).
9. [True False] Formatting: Text (e.g. in bullet/numbered lists) is lined up consistently. Words are not broken across lines.
10. [True False] *Formatting: Spacing is correct around punctuation (,;:-") and brackets. (Do you know what "correct" is?)*
11. [True False] Slides have no paragraphs – no block of running text more than 20 words long.
12. [True False] Full sentences 6-15 words long are used only occasionally or not at all. Most text on slides is point form.
13. [True False] Slides do not have too much on them; they do not look crowded.
14. [True False] Text size on slides is big enough, not needlessly small. (Can you read it from a reasonable distance?)
15. [True False] A picture, diagram, table, or other non-text slide appears at least every 4-5 slides.
16. [True False] Diagrams and/or pictures are used to help clarify ideas or experimental setups.
17. [True False] Complex chemical formulas and mathematical equations (if any) are written on slides so the speaker does not have to say them out loud, but rather can point at them and say "this".
18. [True False] Slides are used to summarize experiment details, equation details, and/or arguments (if any).
19. [True False] The first slide of the Conclusion section has the word "Conclusion" in the title.
20. [True False] The Conclusion section has 3 or 4 slides and there is **not** a separate "Thank you" slide at the end.

Introduction: As you listen to your partner, answer true/false for the two ★ items. You can discuss other items later.

21. [True False] When showing the title slide, the speaker does not read a long, complicated title or a long list of authors.
22. [True False] There is some good attention-getter at the beginning of the talk (in the first two slides).
- ★ 23. [True False] **Simple, everyday English is used for the first minute** so even non-experts can understand it all.
24. [True False] In the first minute, the context (research field & area) and topic (research question) are clearly stated.
- ★ 25. [True False] Interest in the paper is motivated by clearly stating the paper's question (what your research answers) and connecting the question to a real-life situation using plain English so the audience knows why the result is worthwhile.
26. [True False] Unfamiliar and/or important special terms are defined before use.
27. [True False] Difficult technical terms are defined with simple, functional definitions, analogies, and/or pictures.
28. [True False] The Introduction section is an appropriate length for the topic (typically 2 to 3 minutes long).

Body: As you listen to your partner, answer true/false for the two ★ items. You can discuss other items later.

- ★ 29. [True False] While presenting the body, the speaker looks up at the audience at least once every slide.
30. [True False] Results are not just stated. Instead, their significance is interpreted. (Is this result good or bad? Why is it good or bad? By how much [1% better? 10 times better]? Surprising or expected?)
31. [True False] The speaker does not get bogged down in boring details, but does mention the details needed for an expert to understand the key point(s) of the research.
32. [True False] The speaker did not simplify the material too much. The audience knows this result is not trivial or obvious, but rather is worthy of the name "research".
- ★ 33. [True False] In some places in the body, the speaker uses precise, highly-technical language, speaking to experts.
- ★ 34. [True False] At least one figure (e.g., diagram, picture, formula, table) is explained using O-I-L (see Lesson 7). When using OIL, **the presenter actually points to things in the figure** (with their finger, in this exercise).
35. [True False] During the body, the focus of the talk remains clear. It is clear how each part of the body (e.g. each main point, each figure shown) connects with the overall question of the paper.

Conclusion: As you listen to your partner, answer true/false for the two ★ items. You can discuss other items later.

36. [True False] The speaker says the word "conclusion", "summary", "end", or some similar word at the beginning of the conclusion to alert the audience that the talk is ending.
37. [True False] The conclusion is at least one minute long and at most 2 minutes long.
38. [True False] The conclusion includes short (one-sentence?) summaries of the main 2-4 points explained in the body.
39. [True False] The speaker draws attention to the most important result (central idea) of the paper.
- ★ 40. [True False] The speaker gives a practical application of the result or a reminder of the motivation and significance.
41. [True False] The conclusion ends with at least one specific open question or direction for future research.
- ★ 42. [True False] The speaker does **not** say exactly any sentences (short or long) that are shown on the slide. The speaker should use similar words and sentences that express or contain the same idea. (Note questions 11 and 12 above.)

General:

43. [True False] The presentation is at least 8 minutes long and at most 10 minutes long.
44. [True False] The transcript includes *everything* to be said, split up by slide, with **timing** for each slide.
45. [True False] The paper is clearly about a specific new research result, not a general introduction to known material.
46. [True False] The speaker speaks at a good pace – does not seem too rushed or too slow.
47. [True False] No complex formulas or equations appear in the transcript as words to be spoken.
48. [True False] The speaker pronounces all key words/terms of the paper clearly, correctly, and confidently.
49. [True False] The language style of the words to be spoken is suitable for an oral explanation of the paper. The speaker is not just reading out loud some written text copied from the paper.
50. [True False] The speaker does **not** say "Nowadays", "As we all know", or questions of the form "How to do this?". ("How to Do This" as a title is OK with no "?". "How can we do this?" and "How can this be done?" are OK.)