

# The Presentation Skills Checklist

Print it · check it · get better every time

Whether it's a class presentation, a speech, or show-and-tell, run through this before and during. It makes confidence concrete.

Kids can check the boxes themselves – it turns "be confident" into things they can actually **do**. Focus on just two boxes per presentation, then add more.

## Before you present — get ready

- I know my first sentence by heart
- I know my last sentence by heart
- I practiced out loud at least 3 times (not just in my head)
- I timed it — it fits the limit
- I practiced in front of one person (or a mirror, or the pet)
- My notes are on small cards, not a full script
- I took 3 slow breaths before starting

## Your voice — how you sound

- Loud enough** — the back row can hear me
- Slow enough** — I'm not racing to the finish
- Pauses** — I stop for a beat after important points
- Clear** — I finish my words instead of mumbling
- Expression** — my voice goes up and down, not flat

## Your body — how you look

- Stand tall** — feet planted, not swaying
- Still hands** — no fidgeting with hair or notes
- Gestures** — I use my hands to show what I mean
- Eye contact** — I look at faces, not the floor
- Smile** — I look happy to be there (even if nervous!)

## Watch your words — the confidence killers

- I cut down my "ums," "uhs," and "likes" (a pause beats an "um")
- I didn't say "sorry" or "this is probably wrong"
- I finished strong and said "thank you"

**Parent tip:** Don't grade everything at once. Pick two boxes to focus on per presentation, master those, then move on. Fixing everything at once overwhelms kids and kills the fun.

**Want a coach to guide your child every week?**

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