

Poster-Presentation Checklist

NOW WHAT?

Read this checklist and do the things that you haven't done yet:

1. Look at your notes and your research, and write what you want to say about this person.
2. Do you need to do a bit more research to check your facts or add something more?
3. Arrange the pictures and information that you want to use on your poster.
4. Check the design, colour-scheme and layout of your poster. Is there anything you want to change? Check the "*Poster Checklist*" again.
5. Go back to the poster text, and check the script for your presentation. Think about how the poster will help you to remember what you want to say.
6. Check that your poster text and presentation script isn't plagiarised (*that your words are your own, and not someone else's*).
7. Practice reading your presentation and guiding your audience through your poster. Practice again and again, and do your best for natural stress and intonation!
8. Record your Poster Presentation. You may have to do this over and over until you are happy with the result. This is usual, so don't worry about having to do this.

If you have any questions or you need help from your teacher, email her quickly so she has time to help you.