TalkMaze

FOR KIDS · AGES 7–17

The Printable Presentation Skills Checklist

Everything to check before you present

Tick each box as you go.

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 family pet).
- [ ] I have my notes on small cards, not a full script.
- [ ] I took 3 slow breaths before starting.

Your voice: how you sound

- [ ] Loud enough: the person in the back 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, it's not flat.

Your body: how you look

- [ ] Stand tall: feet planted, not swaying or leaning.
- [ ] Still hands: no fidgeting with hair, clothes, or notes.
- [ ] Gestures: I use my hands to show what I mean.
- [ ] Eye contact: I look at faces, not the floor or ceiling.
- [ ] Smile: I look happy to be there (even if I'm nervous!).

Watch your words: the confidence killers

- [ ] I cut down my "ums," "uhs," and "likes" (a pause is better than an "um").
- [ ] I didn't say "sorry" or "this is probably wrong."
- [ ] I didn't rush the ending: I finished strong and said "thank you."

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