**UMW Speaking Center Presents**



Checklist for Supporting Materials

Want to include some extra tidbits in your presentation? Use this quick checklist to figure out if the material you want to use is helpful or not!

EXAMPLES/NARRATIVES:

\_\_ Are they vivid?

\_\_ Are they personalized?

\_\_ Are they representative or relevant?

STATISTICS:

\_\_ Are they from a reliable source?

\_\_ Are they properly cited?

\_\_ Are they used correctly and sparingly?

\_\_Are they rounded-off or simplified?

\_\_Are they adequately explained?

\_\_Are they emphasized?

TESTIMONY:

\_\_Is it from a qualified source?

\_\_Is it accurately quoted and attributed?

\_\_Is it brief?

\_\_Is it explicitly begun and ended?

\_\_Is it free from bias?

COMPARISON:

\_\_Is it justified?

\_\_Is it meaningful?

\_\_Is it reasonable?