

CHECKLIST 5

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<p>Rehearsal 1: from your full script, checking that you have enough, but not too much, material for the time allowed.</p>	
<p><i>After this rehearsal: cut down or add to your script so that it fits the timing.</i></p>	
<p>Rehearsal 2: again from your full script, checking that the timing is now right.</p>	
<p><i>After this rehearsal: make final changes to your script in the light of your timing → reduce your script to cue cards.</i></p>	
<p>Rehearsal 3: working from your cue cards, check the timing again.</p>	
<p><i>After this rehearsal: remove cue cards to extract sections of the presentation if it is taking too long.</i></p>	
<p>Rehearsal 4: again, working from your cue cards, rehearse while thinking now about your body language and incorporating your visual aids to check on the time.</p>	
<p><i>After this rehearsal: rework your cue cards, making sure that they are as sparse as you can make them whilst still containing the essential details. Add prompts to yourself to slow down, or pause, or smile in some sections of the presentation.</i></p>	
<p>Rehearsal 5: this is your final run-through to check on timing and delivery. By now you will feel confidence in your material, and changing slides or pointing out the detail on them should feel natural.</p>	
<p><i>After this rehearsal: mark up some of your cue cards as 'timing markers', noting on them that you are halfway through, or ten minutes in, or five minutes from the end.</i></p>	
<p>Rehearsal 6: try to rehearse now in front of at least one colleague; ideally arrange for a group of you to rehearse together. See this as a dress rehearsal, and ask your colleagues to point out any problems with the content, the timing, your voice or body language, or the clarity of what you are trying to say.</p>	
<p><i>After this rehearsal: hopefully there will be nothing to do after this rehearsal, except to await the presentation, knowing that you are nervous but confident in what you have prepared. Too many rehearsals can leave your presentation feeling stale, so only rehearse after this stage if your 'dress rehearsal' threw up specific problems on which you need to work.</i></p>	