

Content Checklist

As you are preparing and revising your content here are some factors to consider.

	Attention grabbing opening
	Using active voice (I, we)
	Using stories or case studies
	Making it relevant to the audience
	Concrete or specific examples
	No jargon
	Conversational language
	Logical flow of ideas
	Linking phrases
	Memorable slide
	Correct timing
	A good ending