

# Chalk Talk Checklist



Content	Board Management
<ul style="list-style-type: none"> <li>• Introduce self</li> <li>• Motivate audience's interest in problem/issue</li> <li>• Provide overview of presentation</li> <li>• State objective(s)</li> <li>• Identify key point(s)</li> <li>• Organize material logically</li> <li>• Use transitions to introduce and summarize sections of talk</li> <li>• Provide sufficient detail/examples to support discussion of key points</li> <li>• Plan concluding remarks that summarize key points/significance (not just "I guess that's it")</li> <li>• Choose appropriate material/vocabulary for audience</li> <li>• Manage time well</li> </ul>	<ul style="list-style-type: none"> <li>• Maximize use of space on entire board</li> <li>• Proceed from left to right across board in an orderly fashion</li> <li>• Use adequate white space to make organization of information clear</li> <li>• Use headings</li> <li>• Do not obstruct audience's view of material on board</li> <li>• Write large, legible text</li> <li>• Use color, underlining, or boxes to highlight important terms</li> <li>• Label figures and graphs clearly</li> <li>• Identify variables</li> <li>• Ask whether audience has finished copying information from board before erasing it</li> <li>• Erase errors instead of crossing them out</li> </ul>
Delivery	Questions and Answers
<ul style="list-style-type: none"> <li>• Speak loudly enough to be heard, esp. when facing board</li> <li>• Speak while writing on board (not in silence)</li> <li>• Avoid fillers ("You know" and "Uhm")</li> <li>• Use falling intonation at the end of sentences</li> <li>• Vary pace and inflection of voice for emphasis</li> <li>• Look at all portions of the audience</li> <li>• Focus attention on audience (not board) to communicate intro, key points, conclusion</li> <li>• Turn around periodically to see if anyone in audience has a question</li> <li>• Use concept-related gestures to show relationships</li> <li>• Avoid nervous hand movements</li> <li>• Stand straight</li> </ul>	<p><b>Handling questions</b></p> <ul style="list-style-type: none"> <li>• Wait a sufficient amount of time after soliciting questions/comments from audience</li> <li>• Listen to question without interrupting</li> <li>• Restate questions so that whole audience could hear them</li> <li>• Do not evaluate questions ("That's a good question.")</li> </ul> <p><b>Answering techniques</b></p> <ul style="list-style-type: none"> <li>• Answer questions without merely denying the need to consider the issue</li> <li>• Challenge definitions or criteria presented in questions that are not relevant</li> <li>• Begin answers with general statement of overall answer to question then add details or explanation</li> <li>• Use other strategies to answer question if unsuccessful on first attempt</li> <li>• Transition smoothly back to presentation after responding to questions</li> <li>• Appear open and confident (no cover-up gestures)</li> <li>• Step toward questioner or hold position</li> </ul>