

## 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 supplemental and 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?
- Do they emphasize your content?

### 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?