



Checklist for Presenting on a Panel Discussion

These questions apply most directly to an interactive group presentation—one where group members are expected to converse with one another before an audience (as opposed to a presentation in which individual members will talk individually about their assigned portion of the topic).

1. DID I ...?

- Develop a clear well-developed plan for the discussion?
- Arrange the physical space to meet the needs of the presentation?
- Develop and use audio/visual aids?

2. DID MY FELLOW PANEL PARTICIPANTS AND I?

- Know and stick to the outline of the discussion?
- Contribute frequently?
- Keep contributions focused and BRIEF?
- Avoid repetition of points already made?
- Listen carefully and critically?
- Indulge in friendly disagreements about important ideas?
- Appear knowledgeable and prepared to discuss?
- Manage their nonverbal communication effectively?
- Assist the moderator?

3. DID THE MODERATOR?

Begin the discussion by presenting an introduction that:

- Presented an opening statement to gain audience attention and create interest in the issue to be discussed?
- Stated the central question of discussion?
- Introduced the panelists?
- Give a brief overview of the main topics to be discusses?
- Made a transition to initiate the body of the discussion?

Regulate communication during the body of the discussion by:

- Asking questions to initiate topics of discussion?
- Asking questions to clarify comments made?
- Asking questions to probe for additional details?
- Making summary statements?
- "Rebounding" the group (observing when discussion has drifted off the subject and then reorienting the group)?
- Offering opinions/information as a way of stimulating discussion?
- Balancing communication among group members?
- Mediating any disputes which arose?
- Making transitions statements when necessary?
- Keeping the group on its agenda?

Close the discussion with a conclusion that:

- Summarized with discussion?
- Brought the discussion to an emphatic close?