

Table F.6 Last-minute Checklist

Up front	<input type="checkbox"/> appropriate clothing
	<input type="checkbox"/> laptop
	<input type="checkbox"/> cue cards
	<input type="checkbox"/> food and drinks
	<input type="checkbox"/> hand-outs
	<input type="checkbox"/> objects
	<input type="checkbox"/> markers
Place of action	<input type="checkbox"/> classroom open and available
	<input type="checkbox"/> equipment operational?
	<input type="checkbox"/> organisation of presentation: room for notes?
	<input type="checkbox"/> posture: right attitude
	<input type="checkbox"/> phrasing: in the mood?
	<input type="checkbox"/> questions: explain how you would like to deal with that
	<input type="checkbox"/> time schedule: what will happen if you run over time?
<input type="checkbox"/> something goes wrong	