

AI PRESENTATION FINAL CHECKLIST

From AI-Generated Draft to Presentation-Ready

How to use: Complete this verification checklist before submitting or presenting any AI-assisted slide deck to ensure quality, accuracy, academic integrity, and personal ownership.

1. SOURCE & STRUCTURE

- ☐ I started with my own research paper, notes, textbook, assignment brief, or verified sources.
- ☐ I identified the main question or argument before generating slides.
- ☐ Every slide has one clear purpose.
- ☐ The presentation follows a logical flow from introduction to conclusion.
- ☐ I removed slides that do not contribute to the main point.

2. FACT-CHECKING

- ☐ I verified important statistics against the original source.
- ☐ I checked dates, names, research findings, quotations, and numbers.
- ☐ I verified every important citation provided by AI.
- ☐ I removed any claim I could not verify.
- ☐ I did not allow AI to invent research findings or fill information gaps with guesses.

3. SLIDE QUALITY

- ☐ Each slide can be explained in one clear sentence.
- ☐ The text is short enough to read quickly.
- ☐ I removed unnecessary paragraphs and repetitive bullet points.
- ☐ The most important information is visually easy to find.
- ☐ The font is large enough to read from a distance.
- ☐ The slides are not overloaded with animations or decorative elements.

4. VISUALS

- ☐ Every visual has a purpose.
- ☐ Images actually support the point being explained.
- ☐ I replaced generic or irrelevant AI-generated visuals.
- ☐ Charts and diagrams are easy to understand.
- ☐ I did not rely on color alone to communicate important information.
- ☐ Images, charts, and borrowed material have appropriate attribution where required.

5. MAKE IT YOURS

- ☐ I added examples that are relevant to my audience.
- ☐ I added my own explanation or interpretation where appropriate.
- ☐ I removed wording that I do not naturally understand or would not say aloud.
- ☐ I can explain every slide without reading it word-for-word.
- ☐ The presentation reflects my own understanding of the topic.

6. ACADEMIC & AI USE

- ☐ I checked my college/university's AI policy.
- ☐ I will disclose AI use if my institution or instructor requires it.
- ☐ I have not presented AI-generated information as verified research without checking it.
- ☐ My citations and references follow the required academic format.
- ☐ I understand the material well enough to answer questions about it.

7. FINAL TECHNICAL CHECK

- ☐ I exported the presentation in the required format.
- ☐ I opened the exported PPTX/PDF and checked every slide.
- ☐ Images and charts display correctly.
- ☐ Fonts, spacing, and alignment have not changed after export.
- ☐ Videos, links, or embedded elements work correctly if used.
- ☐ I have a backup copy of the final presentation.

8. REHEARSAL

- ☐ I presented the entire deck out loud at least once.
- ☐ The presentation fits the required time limit.
- ☐ I know how to explain the most important slide.
- ☐ I prepared for likely questions from my professor, examiner, client, or audience.
- ☐ I know the opening and conclusion without reading them.

THE 60-SECOND FINAL TEST

Before you present, ask yourself these 4 questions:

- Can I explain what this presentation is about in one sentence?
- Can I defend every important fact on these slides?
- Can I explain every slide in my own words?
- Would I still understand this presentation if the AI tool disappeared tomorrow?

★ If the answer is YES to all, your presentation is READY!

“Use AI to reduce the mechanical work of making slides — not the intellectual work of understanding what you're presenting.”

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