

## Presentation Guidelines

### 1. Nervousness and anxiety

Everyone has them when they start. There is no magical solution for avoiding it. The best way is to be as prepared as possible. Here are some ideas to be more relaxed:

- \_\_\_\_\_ Understand your material you are presenting and organize it for clear presentation, whether you are presenting by yourself or with a group. Last minute preparation of the material will reflect in your presentation!
- \_\_\_\_\_ Practice in front a mirror or in front of friends/family; ask for feedback. The more you practice, the more comfortable you will be when making the real presentation.

### 2. The Opening

It is a good idea to establish a degree of rapport with the audience and tell the audience what you will cover.

- \_\_\_\_\_ Introduce yourself (and your members)
- \_\_\_\_\_ Outline what you are going to cover (and who's covering which part)  
Ex: "First, I'll talk about....Then, I'll review....and I'll wrap up by....."
- \_\_\_\_\_ Have a hook that draws the audience in and keep them interested: a question, quote, example, story, etc. )

### 3. Engaging the Audience

Keeping the audience engaged throughout your presentation is also important, both for them and for yourself (and your grade). When the audience is not engaged, it may affect how you present.

- \_\_\_\_\_ Asking audience questions, once in awhile
- \_\_\_\_\_ Taking a show of hands (ex: a yes or no/ true or false question)
- \_\_\_\_\_ Having them take a short test (either handed out or presented on projector)
- \_\_\_\_\_ Asking for them to provide an example from their experience (ex: you can ask what they know about the part you are presenting already)
- \_\_\_\_\_ Do a demonstration using members of the audience
- \_\_\_\_\_ Have a worksheet for them to fill out as they follow through your presentation
- \_\_\_\_\_ TIME your speech

\*\*\* By getting the audience involved, you keep them alert and attentive, while also taking some pressure off you. \*\*\*

### 4. Making the Presentation

A basic rule is NOT to read your paper or flashcard.

- \_\_\_\_\_ Don't let notes/flashcards be a distraction for the audience.
- \_\_\_\_\_ write main points on flashcards as bulleted points and talk about it as you hit each
- \_\_\_\_\_ Make eye contacts with your audience
- \_\_\_\_\_ Pause at the right moments to let your audience absorb the information
- \_\_\_\_\_ Voice level should fill the room, don't talk too fast, don't talk in a monotone voice, avoid "uh, ums"
- \_\_\_\_\_ Introduce the next speaker if you are doing a group presentation OR change naturally.
- \_\_\_\_\_ Move/spread around so that you and your group is not in one position the whole time
- \_\_\_\_\_ Talk in a conversation style and not a speech style
- \_\_\_\_\_ Don't slouch or lean against something as you present

## 5. Using Visual Aides

Having visual aides help the audience understand what you are presenting.

- \_\_\_\_\_ Should be neat, typed, and well organized. (If written, needs to be clear)
- \_\_\_\_\_ Color code your writing. (too many meaningless color sometimes is very distracting)
- \_\_\_\_\_ Space out your information. Crowded Visual aides are difficult to read.
- \_\_\_\_\_ Easy and big enough for audience to read. (Step back a few steps and see if you can still see it.)
- \_\_\_\_\_ Familiarize yourself with what you are using as Visual Aides

Ex: If you are doing posters: know where you will be pointing to

Ex: If you are doing powerpoint: know how to use clicker, when to change slides, etc.

## 6. Conclusion

Remind the audience what you have talked to them about by summarizing the material you have already presented.

- \_\_\_\_\_ Outline the main ideas and what you wanted them to get out of this or remember
- \_\_\_\_\_ Have them complete the handout
- \_\_\_\_\_ Review with the audience
- \_\_\_\_\_ Discuss the relevance/importance of the topic, what is the take-home message?, what they can think about after this presentation, how they can apply the topic to real-life....