

## **PREPARE FOR YOUR PRESENTATION**

Following is a checklist for your practice sessions. Staying aware of these steps will help you give a more relaxed, confident and enthusiastic presentation.

- ❑ Make sure your notes are "key words" only, printed in large letters on transparencies or on index cards. This will provide you with recall cues without having you "read" to your audience.
- ❑ Mentally run through the presentation to review each idea in sequence.
- ❑ Repeat the above procedure until you become familiar with the flow of ideas and where you plan to use visual aids to support them.
- ❑ Begin stand-up rehearsals of your presentation. Try to arrange a practice room similar to the one in which you will actually give your presentation.
- ❑ Give a simulated presentation, idea-for-idea (not word-for-word), using all visual aids. Use minimum focus on the notes, maximum focus on the audience.
- ❑ Practice answers to questions you anticipate from the audience.

## **DELIVERING THE PRESENTATION**

Deliver Your Presentation in the Following Sequence

1. Introduction
2. Preview sentence (Tell them what you're going to tell them)
3. Main ideas and sub ideas (Tell them)
4. Conclusions/Recommendations
5. Review Sentence (Tell them what you told them)
6. Ask for questions from the audience

### **Delivering Your Presentation**

- Stay aware of not only what is said, but also how it is said.
- Be enthusiastic and direct in my delivery.
- Use eye contact to make my presentation personable and conversational.
- Keep a clear, strong voice and not speak too fast.

### **Question-and-Answer Techniques**

- Ask for questions and mean it!
- Anticipate question and practice the answers.
- Watch the questioner and listen carefully to the question.
- Keep my hands in a neutral position when listening to question.
- Repeat the question to make sure everyone heard it, or for clarification.
- Keep the same style and demeanor that I had during the presentation.
- Use eye contact and involve the whole audience in my answer.

## **EFFECTIVE PRESENTATIONS-QUICK REFERENCE CHECK LIST**

### **To Deal With Anxiety-I Plan To:**

- Breathe Deeply
- Focus on Relaxing
- Release Tension by Unobtrusive Isometrics
- Move During the Presentation
- Maintain Good Eye Contact with the Audience

**To Plan and Organize Your Presentation-I Will:**

- ❑ Develop Objectives
- ❑ Analyze my Audience
- ❑ Brainstorm Main Ideas
- ❑ Brainstorm Sub Ideas
- ❑ Plan Handouts
- ❑ Plan Visual Aids
- ❑ State the Benefits Incorporate a Main Idea, Preview, and Review Sentence
- ❑ Structure my Introduction
- ❑ Develop a Strong Conclusion

**To Develop and Use Visual Aids, I Expect To:**

- Use the KISS Principle (Keep it simple)
- Choose the correct type of chart
- Use Appropriate Titles
- Refrain from Talking to the Visual Aids
- Place myself at Center Stage
- Use my Pointer Sparingly
- Use photos, samples, illustrations and make them readable

**To Prepare For The Presentation, I Will:**

- Rehearse standing up and using visuals.
- Check seating, the AV equipment, all handouts, etc.
- Know every term I plan to use

**While Delivering My Presentation, I Plan To:**

- Stay aware of what I'm saying and how I say it.
- Be animated, enthusiastic and direct—but don't overdo it.
- Make my presentation personable and conversational.
- Use a clear, strong voice.

**For Question-and-Answer Sessions, I Plan To:**

- Raise my hand and step towards the audience.
- Watch and listen to the questioner.
- Repeat the question if necessary.
- Maintain my style and demeanor.
- Answer to the whole audience with my eye contact.