

How to Give an AWESOME Presentation

Main Idea:

Think of your presentation like you would an essay: you need a clear thesis or main idea to be successful. Consider: Where do you want your presentation to go? What's the most important point in all the information? You may have uncovered a difference of opinion about your topic – what is it? Or you may have decided on a certain action that needs to be taken what is it?

Audience:

Know your audience and create a presentation tailored to benefit them. Who is your audience? (Hint: it's not your teacher.) For most presentations, your audience is your peers who have not done the research/investigation that you have done. Therefore, use vocabulary that is understandable and define special terms. If you're not sure, ask!

Transitions and Connections:

Like a good essay, a good presentation needs to feel like all the parts are connected. Even though you may gotten your information from different sources, don't treat it like separate chunks of information. Think of it as pieces of information that are leading towards the same conclusion = the main point or idea of your presentation. Consider how you are going to organize your information: By importance? Chronologically? Building up to a persuasive argument? Then, consider how you can link that those different pieces of information together.

Notes/Using Note Cards:

Don't read straight from your notes or PowerPoint. You should transfer only the most valuable and important information to **note cards**.

Using note cards: do not write in complete sentences; use words and phrases that will spark your memory and keep you organized. If you only transfer the information from your sources to note cards, you haven't improved your situation.

Speaking skills:

- ✎ Refer to note cards to keep yourself organized.
- ✎ Look up from your notes. Show that you understand the information.
- ✎ Project your voice in clear tones and an unhurried pace.
- ✎ Make eye contact with your audience (very important to maintain their interest).
- ✎ Practice! Practice! Practice! (This is what will make you feel your best on the day of your presentation.)

Incorporating Audio/Visuals:

- ☐ **Audio or video clips** should make up less than 15% of your presentation. Decide where it/they will be most effective. Hint: It will be least effective tacked on randomly to the very end of your presentation.
- ☐ **PowerPoint:** See "How to Make an Awesome PowerPoint" handout for specifics.

Improve Yourself:

Review your evaluations from previous presentations in this class and others you've taken. Find a category where you scored lower than an A. Choose one or two areas for improvement for your next presentation. Continue to do this each time you are assigned a new presentation until you are a solid presenter.