

Presenting with Confidence

Worksheets

PREPARATION

OBJECTIVES

- What is the message you want to get across?
- What do you want them to know when they leave?

AUDIENCE

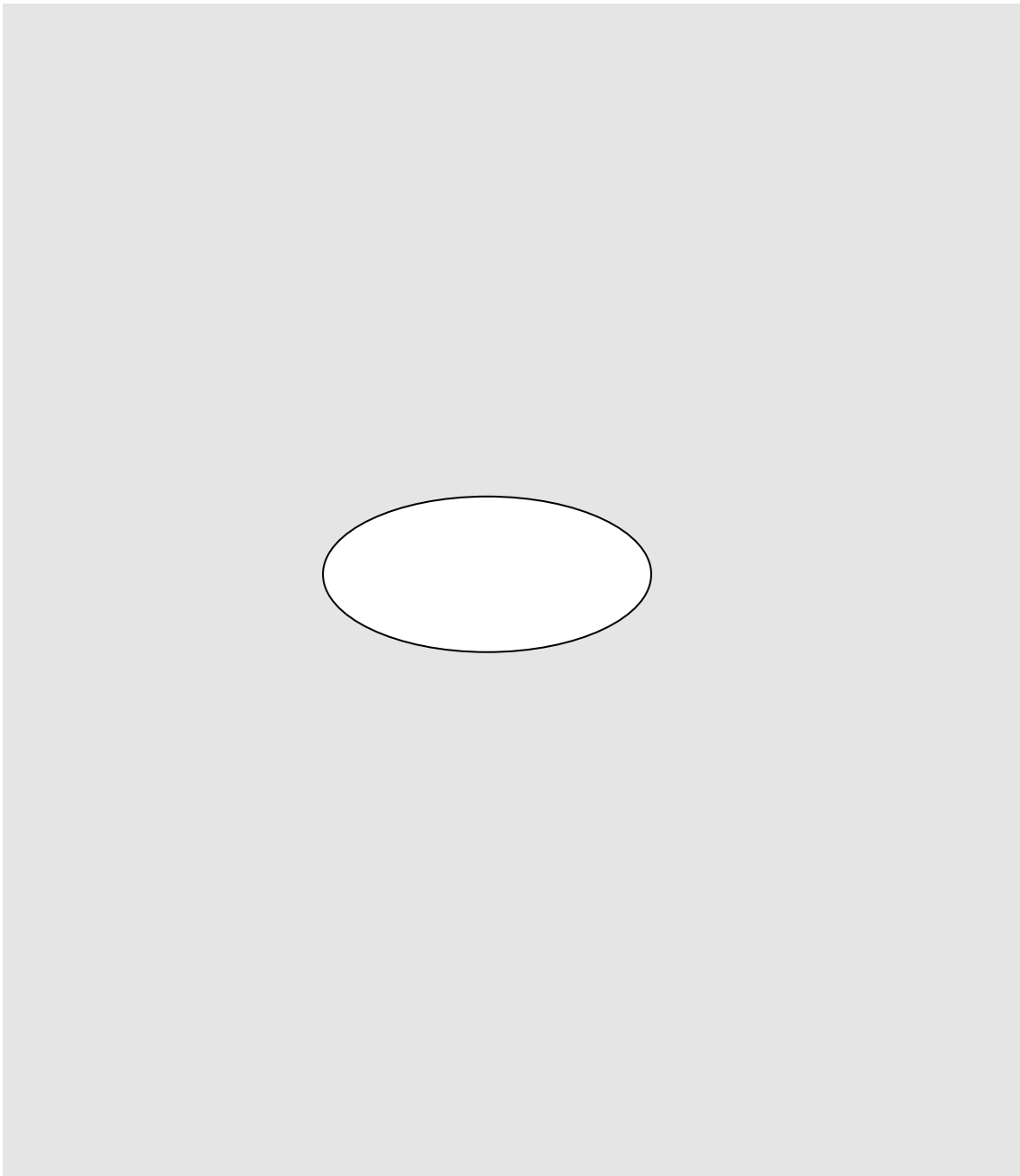
- Who are they?
- Age?
- Gender?
- Background?
- Number?
- How much do they know already?
- Are they there willingly?

THE ENVIRONMENT

- Where will it be held?
- Formal v informal
- Seating
- Heating
- Lighting
- Equipment

CONTENT

- Refer to your objectives
- Brainstorm the ideas
- Mindmaps
- Then list the ideas in sequence
- Logical order
- Links between ideas



STRUCTURING THE PRESENTATION

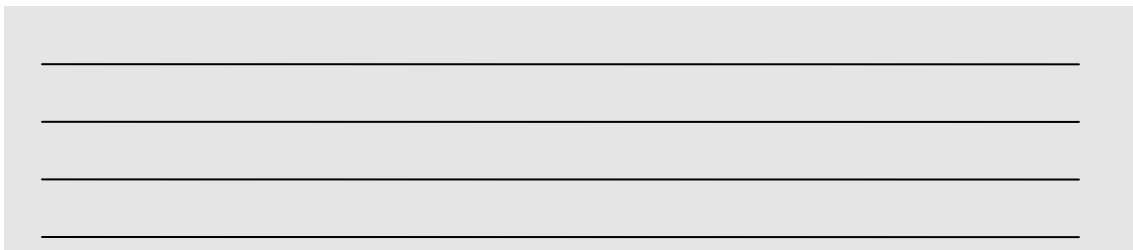
BEGINNING

- To get attention
- To introduce the presentation
- To introduce the presenter
- To get credibility



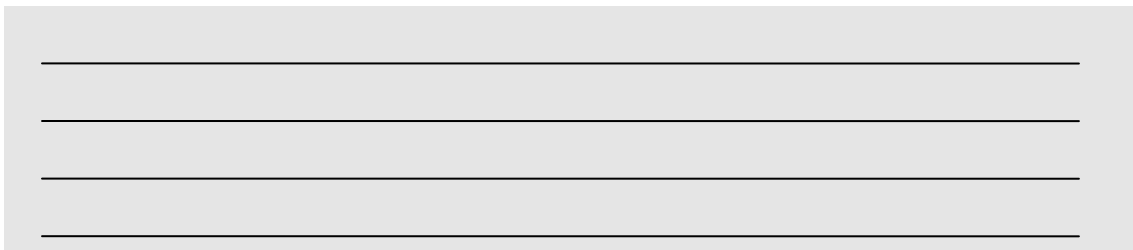
MIDDLE

- The main part/body
- Have some main points/headings
- Chronological
- Build presentation around these
- Links between points



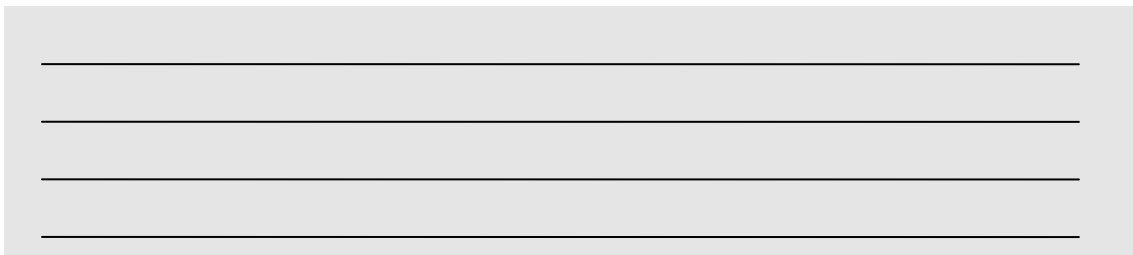
END

- Summarise
- Link back to beginning
- Cue to listeners



ALTERNATIVE WAYS TO STRUCTURE YOUR MATERIAL

- Chronologically forward
- Chronologically backward
- Past, Present, Future
- Pluses and Minuses
- Pros and Cons
- As it was then v As it is now
- Costs and Benefits
- Our View v their View
- Low; Medium; High
- Problem; Solution



BUILDING IN INTERACTION

QUESTIONS

- Open questions
- Closed questions
- Rhetorical questions

DISCUSSIONS

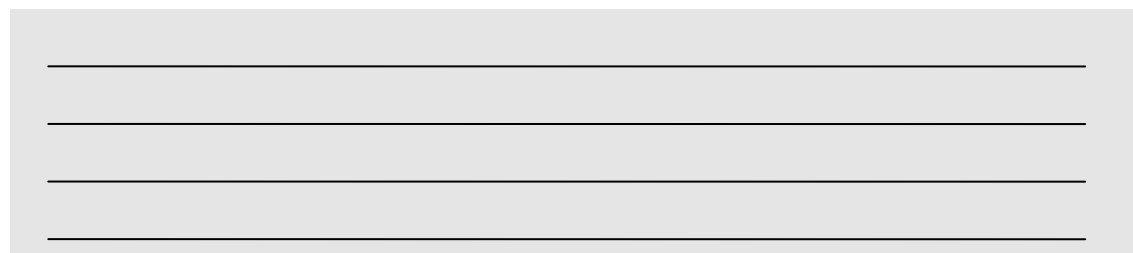
- In pairs
- Small group

WRITING

- Room in handouts for note-taking
- Room for reflection
- Fill in the blanks
-

RELEVANCE

Case studies
Examples, stories



NOTES

- Complete script
- Cue cards
- Highlighter pen
- Language
- Jargon

A large gray rectangular area containing 18 horizontal lines for writing notes. The lines are evenly spaced and extend across most of the width of the gray area.

TIMING

- How long
- Start on time
- Finish on time
- Primacy effect
- Recency effect
- Breaks

AUDIO VISUAL AIDS

- OHP
- Slides
- Video
- Computer
- Hand-outs
- Know how they work
- Quality of the aids
- Organise them

PRACTICE

THE 5 Ps

- Prior preparation prevents poor performance
- Do a dry run
- In the venue
- With the equipment
- Do a timing run
- Do a taped run
- Check speed of delivery
- Get feedback from a friend/Mum
- Visualise

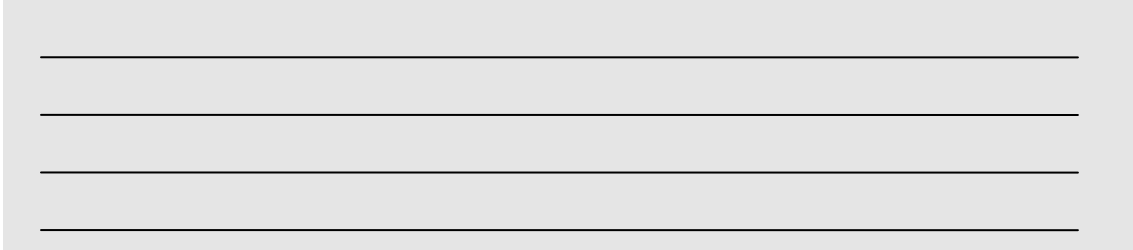
ANXIETY

- It's normal
- Prepare well
- Practice well
- Visualise
- Breathe
- Rest and relax
- Get the butterflies flying in formation

DELIVERY

GETTING ATTENTION

- The opening - how will you get attention?



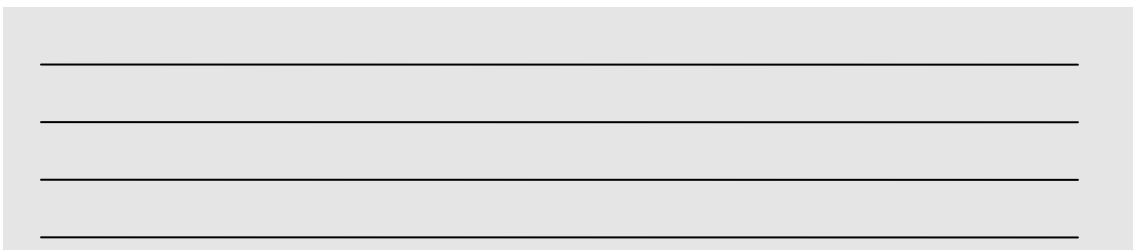
- The words (7%) - What words will you use? Examples? Formal/informal?



- The verbal communication (38%)

YOUR VOICE

- emphasis
- speed
- clarity
- ums and ahs



- The body language (55%)

BODY LANGUAGE

- Movement
- Gestures
- Eye contact



- Reading notes
- Referring to notes

CONCLUSION

- Questions

EVALUATION

- Get feedback

Feedback Form

GETTING ATTENTION

How well did the speaker get your attention?

STRUCTURE

Was there a:

beginning

middle

end

WAS THE CONTENT APPROPRIATE FOR THE AUDIENCE?

SPEAKER'S VOICE

- emphasis
- speed
- clarity
- ums and ahs

BODY LANGUAGE

- Movement
- Gestures
- Eye contact