

Nuts & Bolts on Giving Presentations:

- I: Preparation: The Most Important Thing
 - A. Create an Outline – No reading
 - i. Introduction: No more than 5 ideas
 - ii. Explain each idea in the body of the talk
 - iii. Conclusion – revisit each idea. Don't skip this part. It's important to remind the audience what they've just heard.
 - B. Practice in the same way that you will present. Stand up and talk out loud using the same room and equipment if possible. Always practice – this is key to finding out what parts of the talk go well and which parts need work. Make sure you are under time.
 - C. Check out all equipment ahead of time. If using someone else's computer/video equipment – have back-up overheads just in case of a malfunction.
 - D. Don't go over time. Be considerate of the audience. They have an expectation of how much time you are going to talk. As soon as you go over you have lost them.

- II. Body Language: Your body actions must compliment & not distract from your talk
 - A. Eliminate distracting motions: Swaying, Jangling Keys, No Gum, Fidgeting
 - B. Must have some motion: Arm and hand motion, Smile! Move around the room but don't pace.
 - C. Stand to the left of what you are presenting
 - D. Group members not speaking stand aside quietly and watch interestedly

- III. Voice & Eye contact:
 - A. Must be loud enough to hear
 - B. Must modulate in frequency – be conversational
 - C. Talk more slowly than normal
 - D. Pauses are good! Careful about "UMMS" and "SO's" Etc
 - E. Unless you're reading poetry – NO reading! You will lose your audience. Practice off of your outline so that you can be conversational.
 - F. Look at your audience more than anything else. Even if you are looking out into the audience but not AT specific people - this connects you to them.

- IV. Visual Aids
 - A. Always have them. We are a visual society. This helps greatly to connect to the audience.
 - B. Everyone must be able to see your visual aids – even the people in the back. Make them large and simple.
 - C. Discuss them thoroughly
 - D. Over Label – Each Visual Aid should stand on its own. This includes titles, labeling axes on graphs etc.

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ON
GIVING PRESENTATIONS**

**By
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NUTS AND BOLTS ON GIVING PRESENTATIONS:

- I. Preparation & Practice
- II. Body Language
- III. Voice and Eye Contact
- IV. Visual Aids
- V. Fear

I: Preparation: The Most Important Thing

- A. Create an Outline – No reading
 - i. Introduction: No more than 5 ideas
 - ii. Explain each idea
 - iii. Conclusion – revisit each idea

- B. Practice in the same way that you will present.

- C. Check out all equipment ahead of time.

- D. Don't go over time.

II. Body Language: Your body actions must compliment & not distract from your talk

- A. No distracting motion: Swaying, Jangling Keys, No Gum
- B. Must have motion: Arm and hand motion, Smile!
- C. Stand to the left of what you are presenting
- D. Group members not speaking - stand aside quietly and watch speaker.

III. Voice & Eye contact:

- A. Must be loud enough to hear
- B. Must modulate in frequency – be conversational
- C. Talk more slowly than normal
- D. Pauses are good! Careful about “UMMS” and “SO’s” Etc
- E. No reading!
- F. Look at your audience more than anything else

IV. Visual Aids: A Picture is Worth a Thousand Words

- A. Always have them.
- B. Everyone must be able to see them.
- C. Discuss them thoroughly.
- D. Carefully Label – Each Visual Aid should stand on its own.

V. Fear

- A. Practice really does help.
- B. Breathing
- C. Affirmations & Humor