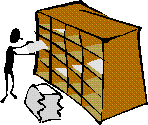
**Making Class Presentations**

***1. Typical Problems with Presentations***

1. Student Audience bored with presentations
2. Nervousness
3. Talking too fast
4. Don't talk loud enough
5. Don't look at audience
6. Giving impression that you would like to be somewhere else.
7. Other students do not know about subject

***2. How to Make Presentations Enjoyable***

1. This is *not a performance* in which you are being judged
2. It is a *communication;* people listen to what you have to say
3. "Your only task is to get something transferred clearly from your mind to the mind of your listeners."
4. Put yourself in the position of your listeners. What is the best way to get your message across?

**3. Preparation **

1. Identify the scope of your topic
2. Organize it into sections
3. Select information to present
4. Practice the presentation
5. Find out how long you are expected to talk
6. Do not select large topic;
7. Choose small number of points which listeners can digest
8. Explain each point carefully, with examples
9. Narrow your focus in your preparation.

**4. Visual Aids**

1. Helps listener understand your points
2. Blackboard: problem of writing down all your points; takes time; distracts listeners
3. Transparency sheets: prepare material ahead of time
4. Blank Transparency sheets: write on them; special pens
5. Prepare photocopies; hand out
6. Aim for simplicity and uncluttered visual aids. Use only important information; don't overload with too much information.
7. Visuals must be seen clearly by whole audience; don't make them too small. Use several sheets, each with small number of points.

***5. Speaking from Notes or Writing it out***

1. Speaking from notes is more effective than reading them. This helps create a sense of direct communication with audience.
2. Reading from text can be "absolutely deadly". It sounds memorized.

***6. Making Your Topic and Organization Clear***

1. Start by telling your audience what you are going to talk about
2. List the points or subjects you are going to talk about
3. Start slow
4. Clearly explain your topics
5. Include any background necessary for your listeners to grasp your topic
6. Organize your points clearly
7. Use a natural sequence of points that flow
8. Show the relation of your points to each other and to your overall topic

## Failure to do the above means you will lose your audience

## *7.Helping Your Listeners Understand*

1. Listening is more difficult than reading;
2. Your audience is easily distracted;
3. Your audience cannot go back and check things they missed;
4. Therefore you must help your audience understand what you are saying.
5. Restate important ideas in different words to help your audience grasp them
6. List your points
7. Use frequent summaries
8. Show connections between one part of your talk and another

All of this helps your audience form mental pictures of your subject matter.

**8.Practicing the Talk Talk It Out**

1. After preparation is done, practice your talk - repeatedly.
2. Time yourself;
3. If it is too long, shorten it
4. Don't talk faster to cover your material; you will lose your listeners
5. Do not run overtime; that shows poor preparation
6. Better to be too short than too long
7. Do your practicing in advance, not five minutes before your presentation
8. Each practice from notes will be a bit different; that's OK.
9. Anticipate questions, especially objections, and how you might answer them.

**9.The Common Anxieties**

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| --- |
| 1. *We naturally feel nervous speaking publicly in front of an audience* 2. *We assume our audience will criticize or ridicule us.* 3. *Audience might wonder whether we really know our subject* 4. *Audience watching for our mistakes* 5. *Audience judging us as poor speakers* 6. *We think our audience will detect our nervousness - our shaky voice and hands.* 7. *We think we have to adhere to some image of THE public speaker, and follow formal, professional guidelines for speaking*  *Coping With These Anxieties:*  1. *We should just be ourselves, and relax.* 2. *Remind ourselves that our audience is just like us, not a pack of critics* 3. *Our audience is not looking for faults in our speaking; they will ignore minor slips and mistakes.* 4. *Our audience is here to obtain some information from our presentation* 5. *Don't act embarrassed over slips and mistakes you might make* 6. *Show you are interested in your own topic; if you display boredom with your topic, so will your audience* 7. *Show your audience that you have something important to communicate to them. They will respond positively.*   **10.Being Yourself and Acting Naturally Be Yourself!**   1. Act naturally, speak the way you would in normal everyday conversation 2. Use your normal voice, gestures, and expressions 3. *Don't "Make a Speech".* That would be artificial; your voice will take on a strange pitch and tone. 4. *"People are most effective as speakers when they allow themselves to be the people they are naturally…"*   **11.Showing Interest in Communicating**   1. Show your listeners that you have something important or interesting to say. 2. Show that your personally are interesting in the topic of your talk 3. Talk to the whole group, or the entire audience 4. Do NOT talk to the teacher or instructor.   **12.Eye Contact (6) Eyes**   1. If you do not look directly at your audience, they will feel left out, and so pay less attention to what you have to say. 2. Don't look at the ceiling or the far wall 3. Look directly into the eyes of your audience    * If it is a small group, you can do this individually    * If it is a large audience, you will have to look directly at groups or sections of your audience 4. If maintaining eye contact makes you lose your place in your notes, use your finger on the margins of your notes to keep your place. 5. If you read your notes, it is difficult to maintain eye contact; so this is not advisable 6. Be spontaneous; 7. Don't talk in a monotone; 8. Slightly slow down to emphasize points 9. Look directly at your audience when you want to emphasize particular points 10. Add impromptu comments as if they just came to your and were not part of your prepared presentation that you practiced on   **13.Volume, Speed, Confidence (6-7)**   1. Speak loud enough so that your audience can hear you. 2. For a large audience or room, you may wish to use a microphone; test it out before your talk; you do want to fool around with adjusting the mic once your talk begins 3. If you are nervous, you may start to talk fast; slow it down. 4. If you are reading any text directly from a page, go slowly; prepared written text tends to be more packed with information, more tightly worded, and more formal; it will take your audience longer to digest it than if you were to speak more informally. 5. Pause at the end of sentences and sections. 6. Speak with confidence; it helps to convince your audience of what you are trying to say. 7. Do not raise your voice at the end of each sentence as if you are asking a question, and seeking assurance from your audience. 8. If you lose your place or get tongue tied, act normal about it; don't appear nervous. At this point a one-liner that pokes fun at yourself is sometimes quit effective in breaking the ice in an awkward moment.   **14.Movements and Gestures Finger and Hand GesturesControlling Your Hand Movements**   1. Don't focus or think about what to do with your hands, or facial expressions; these will come naturally if you focus on your talk. 2. Don't fiddle with your hair or your jewelry, pace back and forth, or swivel in your chair, as you speak. If you are doing some kind of repetitive movement, try to control it. It distracts your audience. It can be extremely irritating to your audience. 3. Sit or stand straight. Place both feet on the floor. But don't be too stiff; relax your body. Hang loose.   **15.Answering Questions**   1. Tell your audience whether you will accept questions during your presentation, or prefer to hold them to the end. 2. Treat a question and answer session at the end of your presentation as an informal discussion of your subject rather than as a series of challenges of things you have said. Your audience is primarily interested in seeking more information, clarification of points you made, and the raising of related points. These can add to your presentation. Welcome such questions and statements. 3. Make sure you understand a question before answering it; if you do not understand it, ask the questioner to repeat it, or to express it in some other way, or to give examples. 4. Answer a question as simply as possible without being long winded, or going off on unrelated tangents. 5. If you do not know the answer to a question, say so. Your audience does not expect you to know everything. Ask your audience whether they have the answer. Tap into the knowledge of your audience.   16.Audio Visual Aids (additional points) 3D CD Rom Computer-Aided Presentations Preparing Your Slides on a Computer  1. Computer-generated slides, such as Microsoft PowerPoint, have become standard in many professional presentations. They are used increasingly by students in classroom presentations. 2. One advantage of computer-generated slides is that they can be revised right up to the beginning of your presentation. 3. You can prepare your PowerPoint slides from any of the student computer labs on campus or at home if you have a computer and the appropriate software. Other possibilities are WordPerfect, Harvard Graphics, Lotus, etc. 4. Make sure your slide show fits on a single diskette for easy transfer to the computer you will use in the classroom. 5. Try to ensure a good balance of text and graphics. 6. Use a modest number of computer slides. Do not overwhelm your audience with a Multimedia show that emphasizes format over content. 7. Test the slide show on the computer you are going to use and in the room you are going to use before your presentation. 8. Follow the guidelines for transparencies and slides. In particular, make sure that the text on the slides is viewable from all parts of the room. 9. Always use colour contrast between foreground and background. Never put text on a noisy background. This drowns out the text. 10. Make sure you prepare a hard copy handout of your slides in case something goes wrong. You can fit three to six slides on a single sheet of paper for photocopying and hand out. Use double sided copying to save paper.   **Have A Successful Presentation!** |