

# Presentation Skills



## Get The Details Clear

1. Who is your audience? Faculty? Student? Both?
2. Where will you be presenting? Large room or small?
3. How long is your presentation? 15 minutes? Half hour?
4. What is the purpose of the presentation? What do you want to accomplish?

## Know What You Want To Say

1. Decide what you want to cover in your **introduction**.
2. Divide your topic into main ideas. Pick the **three main ideas**.
3. List the points you want to make about each of these main ideas. Choose **three** important points for each main idea.
4. Decide what you want to cover in your **summary**.

## Start Strong

1. Use an **opening** that will get their attention. That is called the ‘Grabber’. It might be a question that will start them thinking. It might be a memorable quote. It might be a strong statement about the topic. It gets the audience to sit up and notice you.
2. Give a brief overview of the topic.
3. Highlight the points you will be making.

## Stay Strong

1. Deliver the three or four points for each main idea.
2. Reinforce your points with examples.
3. Make a smooth transition from one main point to the next.

## Know Your Material

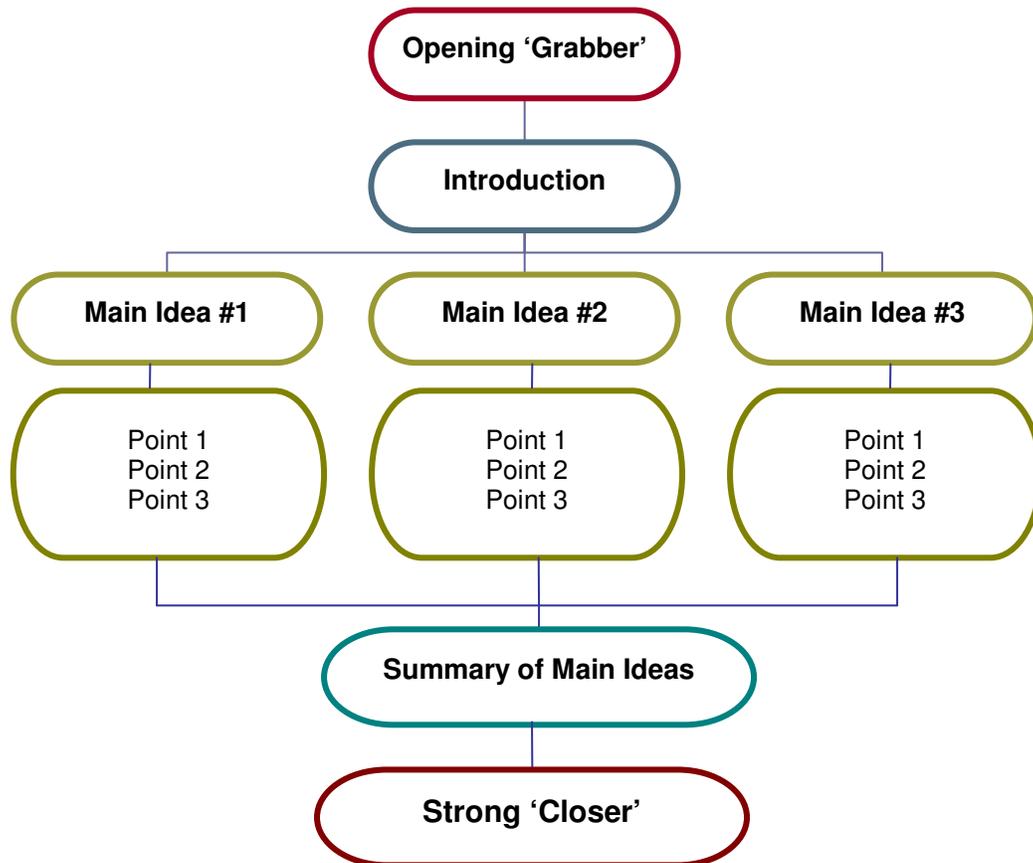
The best presenters know their material so well that the notes they bring with them are almost never needed, or are only used occasionally to remind them of important points. **Practice, practice, practice** is the rule. Rehearse your presentation over and over again until you are sure you know it well. Then practice some more. It may seem boring when you are doing it, but it will be worth it when you present confidently because you are so familiar with the material.

## End Strong

Your summary should pull together your main ideas in a way that relates them back to your introduction. It is best to end with a ‘**closer**’; something the audience will remember. Again, it might be a question that will leave them thinking, a memorable quote or a strong statement about a topic. It is the final thought that they will take away from your presentation.

# Look For Feedback

When your presentation is complete, remember to ask students and faculty for comments on your presentation. Then take their most useful suggestions and rework the presentation.



## Good Luck With Your Presentations!

For more information, arrange an appointment with the Study Skills Advisor in the Learning Centre.

Call: 475-6618