

# Effective Presentations

## Pieces to Giving Good Oral Presentations

*The ability to give an effective presentation begins with designing one.  
These basic questions should be answered before you begin to put together your presentation.*

### Situation

- What is the purpose of giving this presentation? \_\_\_\_\_  
\_\_\_\_\_

*Know why you are giving this presentation so you can create a goal for it!*

- Where will I be speaking? \_\_\_\_\_

*Not all sites have audiovisual equipment for presentations, so always have a back-up plan if there is no technology to work with or if your technology does not work onsite.*

### Audience

- Who is my audience and what do I know about their background, knowledge, and attitudes towards this subject? \_\_\_\_\_  
\_\_\_\_\_

*Engaging speakers know their audience and can talk to them like they are having a conversation. You need to know your audience to ask the right questions to get them engaged in a discussion or question and answer session!*

### Content

- What questions are involved with the situation? \_\_\_\_\_  
\_\_\_\_\_

*Good presentations cover all of the unanswered questions that could go with a topic whether they are self-produced or anticipated audience produced.*

- What ideas do I want to include/omit? \_\_\_\_\_  
\_\_\_\_\_

*Organize your presentation to focus on main ideas so that it will be organized into an introduction, body, and conclusion where the audience can draw connections.*

### Graphics

- What kinds of visual aids will I need to enhance the ideas I will present?  
\_\_\_\_\_

*Communication is both visual and verbal. Simplicity is key!*

### Style

- What kind of tone do I want to use in addressing my audience?  
\_\_\_\_\_

*What are you trying to get across to your audience? Does your presentation tone need to be formal, informational, instructional, inspiring, etc.?*

- How formal should I be? \_\_\_\_\_

*Some presentations should be more formal than others, so know your situation first. Wear clothes for the occasion; be sure they are professional and comfortable!*

**Remember the 3 E's of Effective Delivery:  
Energy, Eye Contact, and Expression!**

## Before Presenting

1. Answer all of the questions on the front side of this sheet thoroughly.
2. Organize the main ideas you want to cover and collect visual aids.
3. Choose presentation software to aid your presentation type.
4. Don't fill your visual aids with distracting images/information and too many words.
5. Make sure the audiovisual equipment works at your site.
6. Practice your presentation with the Speaking Lab – they can video tape your presentation on premise and assess your presentation (verbal & visual) with you.
7. Reduce speaking anxiety by being confident in your material and your presentation.
8. Arrive early to the site to give you extra time to calm down before your presentation and set up everything for yourself so you are not scrambling.
9. Don't drink too much caffeine or eat too much or too little before.
10. No matter how big the audience is, it is made up of individuals so talk to the individuals in a conversational tone.

## When Presenting

1. Make a good set of notes so you can follow them at a glance.
2. Arrange the room to suit your needs and get rid of distractions for you and the audience (erase writing on the board, close open windows, etc.).
3. Have everything in order before you begin.
4. Don't start with "um" or "okay".
5. Look audience members in the eye, and for each topic or phrase switch the person you are looking at in order to engage your entire audience.
6. Use variations in your speech to enforce meaning and hold attention.
7. Don't read directly from your notes or from the slides.
8. Minimize distractions and mannerisms (holding a pen, shifting weight, play with your hair, saying "um" a lot, gum in your mouth, etc.).
9. Don't apologize for mistakes; the audience probably didn't recognize it anyway.
10. Stay within the time limit!



"Pearls before Swine" Comic Strip