Presenting with Confidence

Worksheets

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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
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
DEVELOPMENT

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