Presenting your Presentation

Happy Hour Workshop for HAPPY Hour Student Presenters Only
January 2010
HAPPY Hour Committee and Past Showcase Presenters

So you want to present!

- What do you have to share?
- How will you make your presentation professional, engaging, enjoyable, and interactive?

Principles of doing a presentation:

- Audience-centered
- Clear objective (s)
- Involve the audience as much as possible
- Demonstrate concept/activity/strategy
- Offer opportunities for audience input
- Question and answer session at the end
Recommended Sequence of Activities

- Anticipatory set: Something at the beginning of your presentation to grab the audience's attention.
- BRIEFLY teach your topic.
- If possible, have the students do group work applying your topic. Try to interactively engage them during most of your presentation.
- Have groups share what they created.
- Ask the audience if they can think of any other ways they might apply your topic in their future classrooms. This allows the students to see the relevance of what you have taught to their future lives.
- Provide time for questions.
- Your presentation is over!!!!

Doing a presentation: Three skills

- Verbal: What you say 7%
- Vocal: How you say it 38%
- Visual: How you look and act 55%

Visual: how you look & act

- Dress professionally.
- Are you welcoming?
- Eye communication – Look at everyone.
- Body language – Be open to the audience.
- Circulate whenever possible.
- Attention – Use an anticipatory set.
- Ending – Get ideas from the audience; review what was learned; have question and answer session.
- Are you using visual aids to make the information more comprehensible?
Vocal: how you say it

- Exude enthusiasm, sincerity, and confidence.
- Focus on the positive, not the negative.
- Vary the rhythm, rate, and volume of your voice.
- Have smooth transitions. Prepare the audience in advance regarding upcoming changes in activities.
- Enunciate and project your voice.

Verbal: what you say

- Make sure that you provide accurate information.
- If you don’t know the answer to a question, don’t make up an answer.
- Work on the timing of what you do and say, particularly if there is more than one presenter.
- Make sure that the content accurately represents your presentation description.

Prepare the presentation

- Review the purpose of your presentation.
- Personalize your presentation. You want it to be relevant to your audience.
- Anticipate the types of questions you might be asked and be ready with appropriate responses.
- Create a final draft or outline for your presentation.
- Use visual aids that will ENHANCE your presentation.
- Come prepared with all of your materials.
- Practice, practice, and practice some more.
Success!

The HAPPY Hour Committee is so proud of you! You will do a terrific job!