

Presentation Outline Basics

Use this as a guide to prepare your 10-15 minute presentation.

Name of Presenter:

Topic:

Goal (s):

*As you concluded your talk, what specific outcome(s) are you hoping are achieved by your audience?
After I complete my presentation I hope my audience will...*

Plans for visual aids *(What kind? What content? When used? How used?):*

Plans for audience participation *(What kind? What content? When used? How used?):*

Examples: assisting with demonstrations, short activities, a show of hands, and short answer questions

Plans to use story(s) within the content? *(In addition to recognizing the power of story in public presentation, keep in mind that stories can be autobiographical, biographical, historical events, literary tales, folk tales, etc.)*

INTRODUCTION

Attention Gaining Device/or Hook

What type will you use?

Stating the Specific Purpose/Foundational Phrase

How do you plan to make your purpose clear during your introduction without saying, "Today I'm going to talk about..."?

Relating Topic to Audience

How do you plan to relate your topic to your specific audience?

Previewing your Presentation/"Tell them what you are going to tell them"

How do you plan to reveal your presentation plans to your audience?

BODY OF PRESENTATION

Signpost/Segue from Intro into First Main Point

Attention Gaining Device(s)

Main Point One

Signpost/Segue into Second Main Point

Attention Gaining Device(s)

Main Point Two

Signpost/Segue into Third Main Point

Attention Gaining Device (s)

Main Point Three

CONCLUSION

Signposting "The end is coming!"

Summation of Presentation

Final "Sticking Point" --- the Last Word

Final considerations for planning your presentation:

Location - Practice your use of space and planned areas of movement throughout the talk. Consider your physical relationship to the slides, the audience, and any demonstrations or audience participation planned. Never stand in a place where the slide image is on your body, and do not stand behind the computer. (*Use a remote device to advance slides*) Try not to stay in one single location the entire time, even if it is simply changing location for the main points, stepping towards those audience members who raise their hands to respond, pointing at something on the screen or visual aid, or offering a demonstration. Also be aware of excessive nervous movement. Watch for any habits of pacing and shifting weight back and forth within a predictable rhythm.

Appearance - Consider what you wear to be another visual aid. Put some thought into your outfit and what impression you are making on your audience with your clothing. Whether it is to set a mood, provide a neutral canvas, or to dress the part, clothing and shoes are important parts of the presenter's visual aids. For example: If you wear a shirt with writing on it, consider it a visual aid that must remain in the audience's view throughout the entire presentation, and will draw attention to those words constantly throughout your talk, since it is just below your face.

Mood - What kind of mood is best to support this topic? How can your voice, body language, content, and visual aids all support this overall mood?

Audience Attention: This is your longest presentation for the class. How can you maintain audience attention on your topic throughout the entire presentation? Plan regular attention gaining devices throughout the presentation.

Remember the use of:

1. Foundational Phrase repetition
2. Questions to the audience and show of hands
3. Audience participation
4. Periodic reveal of visual aids
5. The riveting power of a story well told
6. Body language, hand gestures, and use of location
7. Tone of voice and fluctuations in delivery
8. Words that make an impact - statistics, quotes, suspense, repetition, questions

Visual Aid Use - Make sure that all your visual aids are:

1. Used effectively to support ideas and concepts
2. Timed well, appearing only when you are on the subject matter related to the visual aid
3. Managed well, using nonverbal cues towards the visual aid, but returning your attention quickly to the audience
4. Designed well by using color, visual balance and continuity, provoking meaning, and using a minimum of words