

QUICK TIPS

PRESENTATIONS

Identify purpose of presentation

Gather information about expectations from those who asked you to present

Develop goals and objectives

Brainstorm a title that's appropriate for goals/objectives and content

Research topic thoroughly using a variety of resources

Examine presentation styles - lecture vs. small group activities - to find the best way(s) to present materials (check on room set-up)

Outline important points

Timing - Leave time for introductions, breaks, conclusion, questions, and a "cushion" time in case some part takes longer than planned

Develop handouts that are useful and informative

Practice!



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CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

Information adapted from the Student Organization and Leadership Development Center at The University of Kansas

EFFECTIVE PRESENTATIONS / PUBLIC SPEAKING

Stage 1: The INTERVIEW

You should gather the following information when someone asks you to present a program or be a guest speaker:

- Group or individual requesting presentation
- Contact name and phone number
or specific issues to address
- Length of presentation
- Date, time, and location of presentation
- Number of participants or those in audience
- Pertinent information about the group's make-up and functions
- Room set-up
- Goals and expectations of the presentation
- Special considerations - things you should take into consideration about the group when planning
- Who will introduce you - give them pertinent information about you for the introduction
- Special guests or VIPs who will be in attendance

Stage 2: Develop the Presentation

Take the information above and put it into an informative presentation by:

Components:

Introduction

tell them what you will be telling them

Body

tell them the information

Conclusion

tell them what you told them

- Developing specific objectives to reach each goal
- Researching the topic thoroughly using all available resources
- Outlining the key points
- Examining presentation styles to determine the best way to present the information - lecture vs. small group activities
- Creating a catchy title, introduction and conclusion
- Developing useful and informative handouts

Stage 3: PRACTICE and REFINE Presentation

You should practice the presentation several times looking at the following to determine needed changes:

- Does the information provided match the goals and expectations discussed in the interview?
- Does the title match the material presented?
- Is this presentation style the best way to transmit this information?
- Is the presentation long enough?
- Is there time for questions?
- Is there a cushion time in case the activities go longer than expected?
- Is the presentation interesting? Am I telling people something they already know or something that will bore them?

Stage 4: Last Minute DETAILS

Be prepared in advance of your presentation and gather the necessary materials together:

- Note cards with key points outlined
- Handouts copied and/or slideshow created
- Supplies - paper, pens or markers, tape, etc. for small groups or discussion sessions
- Audio-visual needs - LCD projector, TV and VCR, slide projector - make sure someone has made arrangements for your equipment

Presentation Worksheet

Topic: Effective Public Speaking

Audience: FHSU students

Number participating: 50-75

Date/Time: March 25, 2008 3:00pm

Location: Pioneer Room, Memorial Union

Length: approx. 60 minutes

Room set-up: Lecture-style

Purpose: The ability to present information to both large and small groups is an important skill for leaders. This program will address effective presentation practices.

Goal: Participants will learn public speaking skills to improve their style.

Objectives: Participants will be presented with the "Steps to Develop a Presentation." Participants will share experiences - both triumphs with and fears of public speaking. Participants will examine their style of public speaking and determine ways to enhance it.

Title: Making a SPECTACULAR Public Appearance

Outline of Key Points

Introduction: I will talk about the steps involved in developing presentations and some tips to enhance your skills and ease your fears involving public speaking.

- Body:*
- Step 1 - Interview
 - Step 2 - Development
 - Step 3 - Practice and Refinement
 - Step 4 - Details
Overcoming Fears

Conclusion: Today we have talked about the steps involved in developing a presentation and addressed the fears associated with public speaking.

Questions from audience

Supplies/Details:

- _____ Note cards with key points
- _____ Handouts
- _____ Overheads
- _____ Paper, pens/markers, tape
- _____ Audio-visual needs
- _____ Other _____

Practice! Practice! Practice!