

Here are some notes that might help you prepare for Friday's session.

A mnemonic: **Preparation + Poise + Practice = Positive Presentation**

## **PREPARATION**

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- ✓ Necessary research completed
  - Make sure that you have developed a way to access your research efficiently.
- ✓ Notes organized
  - This is when you first begin to shape the effectiveness what you are going to say.
- ✓ Note card(s) prepared and reviewed
  - Distill your research and notes into topic phrases that will assist your recall of what you want to say and the point you want to support with your research.
  - PowerPoint presentations are also a form of note cards. See this site (The Online Writing Lab at Purdue) for a more detailed exploration of effective PowerPoint presentations:
    - <http://owl.english.purdue.edu/owl/resource/686/01/>
- ✓ Number the note cards
  - After all, accidents do happen. Print out a PowerPoint presentation just in case.

## **POISE**

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- ✓ Posture
  - Good posture affirms your interest and conviction
- ✓ Pace
  - Rushing through every point leaves your audience panting to keep up.
- ✓ Pronunciation
  - Mumbling is not a help.
  - Practice unusual words out loud.
- ✓ Projection
  - You must be heard by everyone.
- ✓ Pause
  - While an extended silence can make your audience worry for you, a slight pause after a major point or whenever you see people's heads nod down to take notes is helpful.
- ✓ Personal Connection
  - Eye contact is crucial.
  - Solicit questions and comments.

## **PRACTICE**

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- ✓ Review
  - Running through the presentation's notes cards more than a few times will help you to cement the major points in your own mind. It will also keep you from being forced to read your own PowerPoint slide out loud.
- ✓ Revise
  - In spite of your best planning, sometimes you discover that there is a better way. Now's the time to make that change.
- ✓ Rehearse
  - Prepare an opening and a closing statement. You might even make them your first and last note cards.
  - Stand up and make the presentation out loud.
  - Do this second thing more than once.
  - Make sure that you and the computer are friends if you are using PowerPoint.

## **POST MORTEM**

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- ✓ Assess
  - Review your note cards to see if there were places that needed some additional info, or if you realized there's a better order for your ideas, etc.
- ✓ Archive
  - Save a copy. You may need it again.