

What about Visual Aids?

- Any visual aids that supports the points you are making are helpful for your audience. These might include:
 - Maps and overlays
 - Charts showing collected data analysis
 - Photographs
 - campaign materials you might have posted around town
- Make a handout that includes the proposal and points you are making in the presentation.
- Make handouts so simple that a person can grasp your message and points within 10 seconds

Eye contact is an excellent art,
Use it and reach to every heart.

It usually takes more than
three weeks to prepare a
good impromptu speech.

Mark Twain



Vermont Envirothon

In Toastmasters clubs we talk about redirecting the energy and anxiety we feel before a presentation as lining up the butterflies in our stomachs and making them fly.



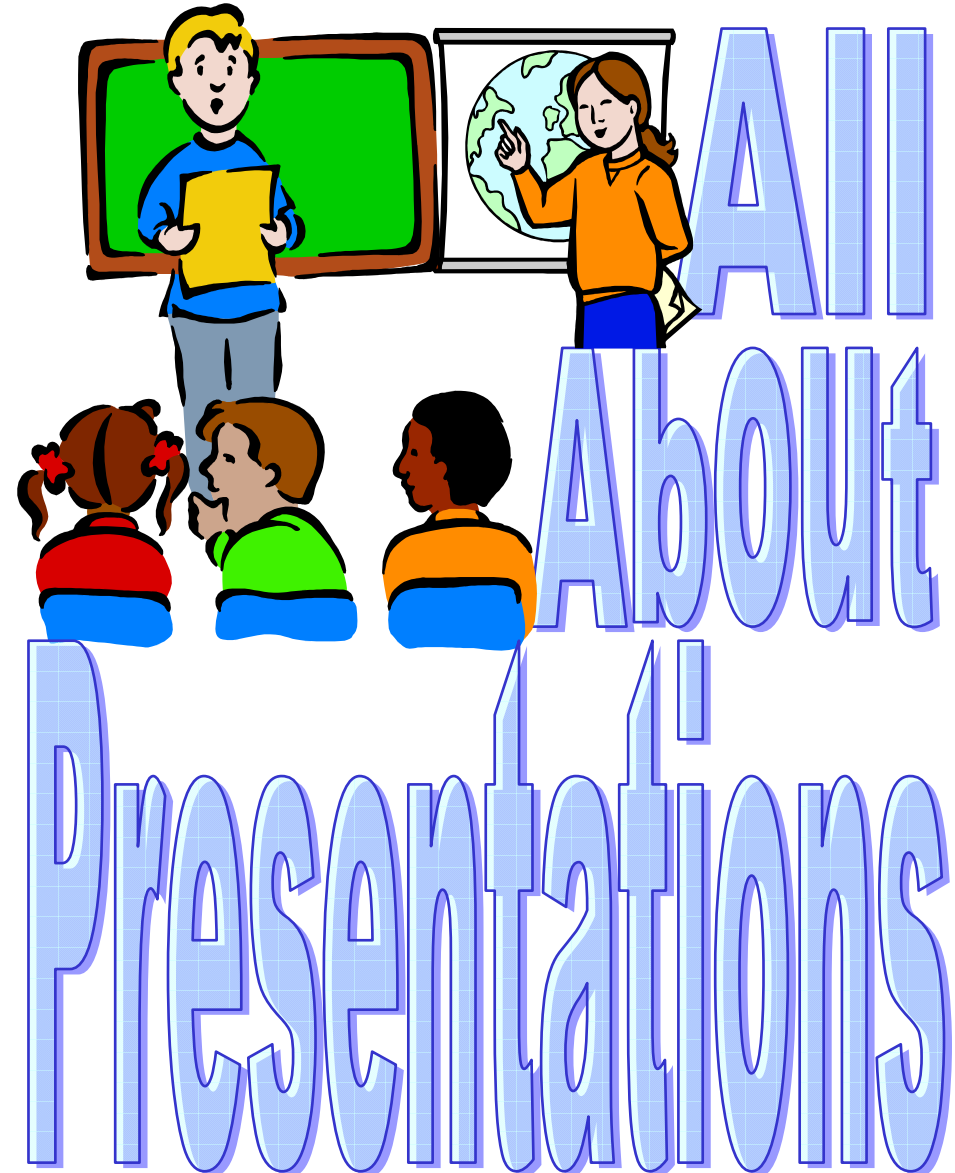
What if the audience asks questions? Yikes!?

- Expect questions. Try to think of the answers to every possible question ahead of time.
- Talk about who is going to answer questions so everybody on the team doesn't start answering at the same time.
- Don't ramble. Answer the question asked and shut up.
- Exude confidence in your subject.

There are three things to aim at in public speaking: first, to get into your subject, then to get your subject into yourself, and lastly, to get your subject into the heart of your audience.

Alexander Gregg

Important: Each team member has a portion of the presentation so that when you are finished presenting, the pieces make a whole, supported recommendation or resolution.



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Is this the way you feel about presentations?



Normal, normal, normal!
Many people feel anxious, apprehensive or uneasy about giving presentations. This pamphlet can help you get on the right path to creating well-designed presentations.

Say What? Parts of a Good Presentation Defined

What is the opening—how does it work?

Sets the stage for your vision and shows passion for the topic

- Could be a recommendation for change
- Could attempt to change someone's thinking, attitude or behavior about an issue
- Could persuade the audience your vision is the best one

There are three different parts to the opening: the hook, the relevance to the audience and your proposal

What one message do you want the audience to remember as they go out the door?

What is a good presentation?

- It delivers good, credible, researched information
- It presents a **point of view** or proposes to do something. It changes attitudes.
- It supports the stated point of view or proposal with four or five points that the audience can grasp easily
- It offers supporting data and visual aids
- It concludes by reinforcing stated recommendations
- It calls the audience to some sort of action

Relevance? What does that mean?

It means you take the time to know your audience
It answers a (non-verbal) question from the audience
“Why should I care about this topic?”

It makes the audience feel like they are part of the issue and have some control over the outcome.

What is a Hook?

A hook is something that draws the audience in immediately. It can be a:

- Joke that is relevant to presentation
- Fantastic statistic (“Did you know that...” or “Can you imagine this scenario...”)
- Anecdote
- Relevant question
- Controversial outlook
- Funny story

Outline of a Good Presentation:

Opening (introduction)—Setting up the Audience

- Hook—something to peak audience curiosity
- Relevance to Audience
- Proposal (theme) of Presentation (your recommendation)

Point # 1

- Solid, credible, researched information to justify Point #1
- Examples to support what you are saying

Point # 2

- Solid, credible, researched information to justify Point #2
- Examples to support what you are saying

Points #3, (#4, #5) (Tip: Audience attention sags after #3)

- Same as above

Conclusion—Re-emphasize your point and state why your proposed actions are needed. Ask audience to act.

What is a point?

- There are three to five points in a presentation
- Each point starts off with a definitive statement with proof of that statement following
- Examples to prove the definitive statement can be:

- Case studies
- Statistics
- Experts' information
- Textbook information
- Collected data
- Credible quotations
- Credible studies
- Visual aids like maps or charts
- Stories or anecdotes
- Credible experiences

Grasp the subject, the words will follow.

Cato the Elder

How do I form a proposal?

- You take a stand on something
- You recommend something different
- You end the opening of your presentation with a proposal you believe to be the best

How do I conclude 1?

- Be brief!
- Recap your recommendation
- Recap points you made
- Say why your idea is the best one
- Ask the audience to act, to do something

How do I conclude 2?

Look at your beginning...

- If you begin with conflict, end with resolution
- If you begin with a question, end with an answer
- If you begin with a problem, end with the solution
- If you begin with “then and now,” end with “next.”