

Ten Steps to Making Effective Presentations

Name _____ Date _____

Steps	Comments
Step 1: Know your information	
Do enough research to be the "class expert."	
Review your notes before making a presentation.	
Step 2: Consider the amount and type of information presented	
Carefully select relevant information.	
Avoid presenting too much material.	
Give your classmates the background information they need to follow the presentation.	
Step 3: Be creative	
Remember that creativity affects all aspects of your presentation.	
Make your presentation distinct.	
Step 4: Prepare an effective introduction and conclusion	
Begin with an attention-grabbing introduction that includes both a clear topic statement and a statement of intent.	
In the conclusion, draw together your main points.	
Step 5: Organize your presentation	
Establish a logical flow for content and activities.	
Integrate a variety of creative ideas, visual aids, and questions. Avoid long stretches of lecturing.	
Step 6: Help classmates record notes	
Use clear, uncluttered overhead transparencies, chalkboard notes, and handouts.	
Provide a framework for taking notes, not a summary of your presentation.	

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Steps	Comments
Step 7: Integrate visuals	
Use a variety of resources to illustrate your points and consider your classmates' different learning styles.	
Consider using a variety of media, such as films, slides, models, photographs, and music.	
Step 8: Involve the class	
Link the visuals to the content of your presentation.	
Plan powerful questions that will inspire class discussion.	
Make questions specific; avoid vague questions, such as "What do you think...?"	
Use small student groups to come up with suggestions for solving a problem or addressing an issue.	
Provide students with short readings.	
Involve students in activities, such as game shows, simulations, and discussions.	
Step 9: Time your presentation	
Estimate the time required for each part of the presentation to ensure that your presentation fits into the time allotted.	
Step 10: Control your voice and presence	
Speak clearly, slowly, and as loudly as necessary	
Stress important points.	
Pause to allow information to be understood.	
Do not read from a prepared text.	
Project confidence and enthusiasm.	
Be prepared and ensure that all your materials are organized and at hand.	