

Ten Easy Steps to Effective Presentations

1. Know your information.
 - Do sufficient research to be the "class expert."
 - Review your notes before making a presentation.
2. Consider the amount and type of information presented.
 - Carefully select relevant information.
 - Avoid presenting too much material.
 - Give the class the background information it needs to follow the presentation.
3. Be creative.
 - Remember that creativity is not a separate component but something that affects all aspects of your presentation.
 - Make your presentation distinct.
4. Have 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 the main points of the presentation. Include any new points of the presentation. Include any new points made during class discussion.
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.
6. Assist classmates in recording notes.
 - Use clear, uncluttered overheads, chalkboard notes, and/or handouts.
 - Provide a framework for taking notes, not a summary of your presentation.
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, appropriate foods, and music.
 - Link the visuals with the content of your presentation.
8. Involve the class.
 - Use preplanned questions to generate 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.
9. Time your presentation.
 - Estimate the length of each component of the presentation to ensure that your presentation fits into the time allotted for it.
10. Control your voice and presence.
 - Speak clearly, slowly, and as loudly as necessary.
 - Stress important points.
 - Do not read from a prepared text.
 - Project confidence and enthusiasm.
 - Be prepared, and have all your materials organized and at hand.