

# 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!

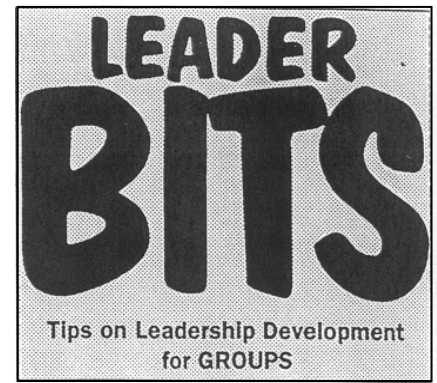
**LEADER  
BITS** are available on the following topics:

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
  - Group Performance*
  - Individual Performance*
  - Meeting Evaluation*
  - Program/Event Evaluation*
- Financial Series
  - Budgeting Organization Money*
  - Corporate Sponsorship*
  - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

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BITS** is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

Revised: June 2005  
The University of Kansas



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# 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
- Topic 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:
  - 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 overheads made
  - Supplies - paper, pens or markers, tape, etc. for small groups or discussion sessions
  - Audio-visual needs - overhead projector, TV and VCR, slide projector - make sure someone has made arrangements for your equipment

## Presentation Worksheet

**Topic:** Effective Public Speaking  
**Audience:** KU students  
**Number participating:** 50-75  
**Date/Time:** March 25, 1994 3:00pm  
**Location:** Pine Room, Kansas 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!***