

Quick Tips

PRESENTATIONS

- Identify purpose of the presentation
- Gather information about expectation 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 - find the best way(s) to present materials (check on room set-up).
- Outline important points
- Timing - Leave time for introduction, breaks, conclusion, questions, and a "cushion" time in case some part takes longer than planned.
- Develop handouts that are useful
- Practice!



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Public Speaking



Leader Tips Leadership Development Tips for Groups



Office of Campus Life
Richland Community College

LEADership Mastery Program

EFFECTIVE PRESENTATIONS

STAGE 1: The INTERVIEW

When someone asks you to present a program or be a guest speaker, you should gather the following information:

- Group or individual requesting the presentation.
- 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 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 your introduction
- Special guests or VIPs who will be in attendance

STAGE 2: DEVELOP the Presentation

Take the information from Stage 1 and put it into an informative presentation by:

- Developing specific objectives to reach each goal
- Researching the topic thoroughly using all available resources
- Outlining 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 handout.

STAGE 3: PRACTICE and REFINE

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 enough time for questions?
- Is there a cushion time in case the activities go longer than expected?
- Is the presentation interesting? Am I providing new information?

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
- Supplies - papers, pens or markers, tape. Other items for small group activities
- Audio-Visual needs: Computer, overhead projector, TV and DVD, - make sure someone has made arrangements for all your equipment needs.



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