

Unit C: Communication

Lesson 6: Presentation Tips—Skills and Strategies

- What do the **absolute best presenters**—speakers, teachers, workshop presenters—do to make their **presentations great**?
- List at least **five things** they do during their **presentation** to make them **great**.

Great, great presentations.

Meeting their needs is fun.

Involving people and telling stories

Will make me number one.

Meeting Audience Needs

Auditory Learners

- prefer to hear it

Kinesthetic Learners

- prefer to experience or do it

Visual Learners

- prefer to see it

Meeting Audience Needs

Auditory

- Use music, discussions, voice, sounds, poetry, oral directions, mnemonics, lyrics

Kinesthetic

- Use actions, movement, physical activities, role plays, writing, note-taking, team tasks

Visual

- Use drawings, charts, pictures, computer slide shows, transparencies, color, movies, maps

Interacting With the Audience

Giving Directions

1. Be clear and concise, use action verbs—take, cut, paste, color, draw
2. Provide verbal and written directions if possible
3. Go step-by-step in the order the audience will do them

Interacting With the Audience

Asking Questions

1. Use open-ended questions: why, how, what, where, when?
2. When inviting questions, ask, “What questions are there?” versus “Are there any questions?”
3. Step towards the audience and raise your hand when asking a question

Interacting With the Audience

Providing Feedback

1. Compliment audience, both individually and as a group
2. Be sincere; don't say, "That's great!" every time
3. Use their names

Sharing personal life experiences

- Best stories are personal experiences.
- Structure of stories.
 - Set the stage.
 - Begin with who was involved, what happened, when it took place, and where it occurred.
 - Use descriptive language to paint the picture.
 - Describe the smells, sounds, tastes, and sights.
 - End the story with a learning point.
 - Have a reason to tell the story.

Sharing personal life experiences

- Making stories memorable.
 - Appeal to the audience's emotions—mix humorous and serious messages.
 - Take your audience on an emotional roller coaster ride.
 - Animate your body and use movement.
 - Vary your voice and use pauses.
 - Change your volume, pitch, and rate.
 - Utilize props and sound effects.

Review/Summary

- How do I create a presentation that meets the needs of the three learning preferences?
- How do you interact with and involve the audience in presentations?
- How do you weave personal life experiences into presentations?