Preparing and Giving Professional Presentations

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Presentation Overview

Introduction

Importance of Presentation Skills

“Eight hottest skills…”
Alumni, industry, advisory boards

Purpose of This Workshop

Step 1: Planning

Step 2: Preparation

Step 3: Practice
Giving Your Presentation
Conquering the Nerves!
Team Presentations
Helpful Hints
Questions, Answers, Cookies!
Planning the Presentation

Consider Your Audience:
Who are you speaking to?
How much do they know?
What do they need from you?
Why should they listen?

Then Decide:
Level of information and detail
Level of formality; “tone”
Interest grabber; connection to listeners
Planning (cont.)

Organize Your Information

Do any necessary research
Break information up logically
Provide sufficient introduction
Give a “road map”
What are your objectives?
Start general; work toward specific
Plan transitions and connections
Move toward a conclusion
Preparing Your Presentation

Make Notes

Keep them brief
Use comfortable format

Make Your Visuals

Overheads (“plastic,” “slides”)
PowerPoint computer visuals
Keep them brief and sparse

Be sure they’re visible -- 20 to 40+ points

Make them consistent and professional
More on Visuals.....

Watch out for:

• Unnecessary Capital Letters On Everything
• **OVERKILL ON CAPS AND UNDERLINES**
• Cramped or confusing spacing
• Overly busy, ornate, or just ugly graphics
• Technology breakdowns
Practicing Your Presentation

Practice is the key to confidence!

Revise until you meet your planning goals

Consider your timing

Practice using the visuals

Get feedback

Don’t memorize

Anticipate questions

When it’s the same twice, you’re ready!
Giving the Presentation

Before You Start:
- Arrange the speech area
- Water, potty break, composure

Verbal Delivery:
- Audibility
- Speed
- Umm, like, you know, okay then.....
- Slang, grammar, and “quarter” words

Mannerisms:
- Natural is best
- Things to avoid
Conquering the Nerves!

Know Your Material!
Focus on Your Audience
Find a Calming Strategy
It’s Okay to Catch Your Breath
If You Feel Faint, Sit Down!
You’re Doing Better than You Think!
Remember, Everyone Empathizes
Team Presentations

Plan Organization and Level of Detail

Prepare Consistent Visuals

Practice:
  - Timing
  - Transitions
  - Tone

Act Like a Team:
  - Attitude and rapport
  - Handling questions
Helpful Hints and Conclusions

Appearance Matters
Stay Out of the Way
Refreshments -- Always Popular!
Seek (Gentle) Critique; Plant a Question

So: Follow the “3 P’s” Every Time
Close Gracefully; Ask for Questions
Be Sure to Say “Thank You!”