Learning 101: Presentation Skills

**Who**
_is the audience?*

**What**
_is the topic?*

**When**
_will you present and how long?*

**Where**
_will you present?*

**How**
_will you present this topic?*

**Why**
_are you doing this presentation?*

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**Presentation Outline**

**Beginning: Tell them what you’re going to tell them**
- Give background information. Assume your audience doesn’t know as much as you do.
- Foster motivation. Why should the audience care?

**Middle: Tell them**
- Give the information. Provide a more in-depth look on your topic.
- Organize your information into main points and sub points.

**End: Tell them what you told them**
- Wrap up your presentation with a solid conclusion. Keep the audience interested.
- Summarize your points, name the key take away, move the audience to action.

**Engage your Audience**

- Use humor! Show your personality while remaining appropriate and professional.
- Use pictures and/or small video clips. Keep visual audience members engaged.
- Scan the room. Monitor your audience’s interest and participation. Make eye contact with audience members to make the presentation feel more personal.
- Watch your volume! Don’t be monotone, but don’t be too loud or too quiet. Use volume to draw the audience’s attention to different points.
- Stay at a steady pace. Take time to pause and breathe between points.

**Visual Aids**

Your visual aids are tools meant to enhance your presentation.
Your content is more important than the medium.

**Microsoft PowerPoint**
- Used often
- Keep animations minimal
- Trying typing only key words and phrases

**Apple Keynote**
- More theme options
- Be sure to convert to a compatible format for your presentation location

**Google Docs**
- Great for collaboration with group members
- Always test before the day of presentation to ensure compatibility

**Prezi**
- Use cautiously
- Keep it simple

Do your best to limit yourself to 6 words per line, 6 lines per slide.
Group Presentations

- Everyone should at least understand other members’ parts.
- Avoid cutting off or correcting your teammates.
- Don’t walk around a lot. Remain in a smaller space to reduce distraction.
- Everyone needs to participate in planning and presentation.
- Choose one person to click the slides. Know when to move forward.
- Practice! Meet at least once to run through the presentation.

Fear of Public Speaking

Know your ‘script’
- Prepare yourself well
- Don’t read word for word
- Practice what you’re going to say to elaborate on each slide

The quality of your presentation does not determine the quality of WHO YOU ARE

Each presentation is an opportunity to grow and learn for the next one

Nerves got you nervous? Be aware! Take deep breaths and remind yourself of where your worth comes from. Then concentrate on your information and push through. You got this!

Know your WORTH

Being a Good Audience Member

Now that you know what it’s like to be a presenter, here’s your chance to show your support to someone else!

- Remember what it feels like to present – show empathy
- Actively listen – learn something from each and every presentation
- Ask a question – if given the opportunity find a question to ask
- Be supportive – make eye contact, look interested, give positive feedback
- Put your phone away – it makes a presenter even more nervous when the audience can’t be bothered to look up from their phones