Effective Presentations

• Content
• Organization
• Delivery
• Visual aids and graphics
• Qualities of great speakers
• Other information

Content

• Be faithful to your audience

Organization

I. Introduction
II. Body
III. Conclusion

Introduction

I. Introduction
   A. Attention
   B. Transition
   C. Thesis
   D. Intent
   E. Payoff

Body

II. Body
   A. Points organized as described in "Intent"
   B. Make transitions clear

Conclusion

III. Conclusion
   A. Transition
   B. Summary
   C. Link to introduction (attention step)
Delivery

- Verbal
  - Notes? Memorization?
  - Extemporaneous?
- Nonverbal
  - Eye contact
  - Movement
  - Gestures
  - Clothing

**Be brave**

Graphics

- KISS
- Powerpoint:
  - Font
    - Bigger than you’d expect
    - Sans serif
  - Lines
    - Thicker than you’d expect
  - Photos keep it interesting

Qualities of great speakers

- Enthusiasm
- Authenticity
- Organization
- Energy
- Clarity
- Poise

**“I AM THE GREATEST”**

Key: Practice

Web Resources

- [http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm](http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm)
- [http://www.swarthmore.edu/NatSci/cpurrin1/powerpointadvice.htm](http://www.swarthmore.edu/NatSci/cpurrin1/powerpointadvice.htm)
- [http://online.anu.edu.au/BoZo/Scott/SharonTalks.html](http://online.anu.edu.au/BoZo/Scott/SharonTalks.html)
- [http://online.anu.edu.au/BoZo/Scott/Talks.html](http://online.anu.edu.au/BoZo/Scott/Talks.html)
- [http://www.aresearchguide.com/3tips.html](http://www.aresearchguide.com/3tips.html)
- [http://www.toastmasters.org/tips.asp](http://www.toastmasters.org/tips.asp)

Grading your presentation

<table>
<thead>
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<th>Description</th>
<th>Score</th>
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<tr>
<td>Overall Clarity</td>
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<td>Visual Aids</td>
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<td>Content</td>
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<td>Qualities of great speakers</td>
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<tr>
<td>Other information</td>
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