

Presenting the Subject

Prepare your presentation

- Know your audience. Consider what they probably know and want to learn about the subject
- Write down the purpose of the presentation
- Research the subject, taking brief notes
- Talk with others who know the subject and make notes of their ideas
- Outline your presentation, including only the most important points, usually the fewer the better and put them in logical order

Practice your presentation

- Rehearse your presentation thoroughly
- Write in your notes the time allotted for major points. This will help you stay within your time limits
- Put your outline in final form so that it will not be cluttered with discarded ideas
- Try to be ready for extemporaneously speaking, with an occasional look at your outline. Do not memorize or read it word for word
- When you are well prepared, you will feel more at ease during the presentation.
- Also, it helps to take a few deep breaths before you begin

Personalize your presentation

- Let each person feel you are talking to him or her. Look at the audience as individuals, not as a group. If you are nervous, find a friendly face in the audience and direct your remarks to that person for the first few minutes
- Watch the group's reaction as you go along. Stay close to their interests
- Use thought provoking questions. This will help stimulate everyone's thinking. It will also help you get feedback from participants which tell you whether or not they understand what you are saying

Illustrate your presentation

- Use a white board or flip chart to list your main points, or draw diagrams or show sketches while you talk. Training aids help make your presentation more interesting and reinforce the learning process.
- Balance what you say with what you show. Don't let the visual aid be so elaborate that it is distracting

- Show equipment and materials needed to do what you are talking about
- Show the literature resources on the subject
- Illustrate your important points with human interest stories, preferably something that actually happened. True stories, not necessarily funny, are excellent. When interest is waning, an amusing story usually helps.

Pace yourself

- Stay within the time limit
- Stay on the subject. Don't get sidetracked.

Clinch your presentation

- Summarize the subject by restating its main idea or problem, its importance, and the major points you have made.
- Give listeners a chance to ask questions, either during the presentation or at the end