

Shared Stories

Presentation Skills Guidelines:

Common Presentation Structure:

1. Introduction of the presentation:

- a. Should be 5-10% of total presentation
- b. Get the audience's attention: Why should they keep listening to you?
 - i. For example: Do you want to be a fun person? Do you want to meet neat people? Then extracurricular activities are for you!
- c. Present your goals and layout
 - i. For example: Today, I will talk to you about extracurricular and volunteer activities. They are very important because _____. I will first tell you about my favorite club: chess club. Next, I will walk you through great volunteer opportunities like the Starting Line Youth Mentorship Program. Finally, I will open up the floor for questions.

2. Body of the presentation:

- a. Should be ~80% of total presentation
- b. Go through everything based on the order of your introduction
 - i. For example: Chess club – what is chess club? what can you do there? why is it great? Startling Line – what is Starting Line? what can you do there? why is it great?

3. Conclusion of the presentation:

- a. Should be 5-10% of total presentation
- b. Summarize your key points
 - i. For example: You should all join the chess club and starting line because _____

4. Questions:

- a. Ask audience if they have any questions after the presentation

Steps to prepare for a presentation:

1. Set goals – know what you want to talk about in the presentation and tell your audience in the beginning
2. Know your audience – Are you presenting to students? Teachers? Parents? Managers? Should you be funnier or more professional? Why will they find the topic important?
3. Prepare your presentation ahead of time
 - Use visual aids

PowerPoint presentations are typically used in a professional environment when a computer is available with summary bullet points and graphics to help make your point
Pictures are worth a thousand words! Use them to help share your story
Should not be distracting - Make sure your audience pays attention to you and not the visual aids! (For example, don't write out your entire speech on the board or in the PowerPoint)
 - Prepare a speech and/or make notes of what you will say
 - Practice!

Presentation Skills Tips:

- Be prepared and practice, practice, practice!
- Relax, be confident and enthusiastic!

Body language and posture:

- Stand straight and relax
- Make eye contact and engage your audience – look at your audience, walk around the room, don't keep reading off your notes!
- Pay attention to hand gestures – use your hands to reference visual aids and emphasis talking points but be aware of any nervous habits (clenching fists, tapping, excessive fidgeting, etc.)

Voice:

- Project your voice – Be sure to speak loud and clearly so everyone can hear your beautiful voice!
- Pace yourself – speak at a comfortable pace. Make sure you don't speak too fast