Basic Presentation Checklist and Tips for Public Speaking

An introduction – by
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Where do we begin?

• Study the subject – there is a lot of stuff to read!
• “How to Speak like a Pro” by Leon Fletcher
• Read some “Toastmaster” magazines
• Observe others – Educators, Ministers, and other people you admire...
• Fletcher offers some great lessons -
Fletcher’s Basic Checklist

- Control your stage fright
- Select your subject
- Gather information, facts and ideas
- Organize your material
- Plan the beginning of your speech
- Plan the ending of your speech
- Practice your speech
- Present your speech
Good Presentation Delivery

• Check the local arrangements
• Know how to use the microphone (if used)
• Be prepared to Answer questions
• Know how to deal with distractions
• How much time to YOU have to make your point/presentation?
Controlling your FEAR

• Everyone gets a bit of stage-fright
• Develop a way to deal with your fear
• Practice to gain confidence
• Get feedback from your friends or use a recording device to play-back your voice
• This will enhance your GPA – “greater personal awareness”
• Here is a nugget – you will almost always appear more confident than you feel!
Subject Matter

• Your subject may be chosen for you by the Future City Team...

• Use YOUR talent!
  – If you are good at one part of the FC program – if it comes “naturally” – that should be your focus.
  – If you must present some portion of the topic to a set of Judges – then practice with your team and Teacher to enhance your strengths and learn more about your weaknesses – be kind and open with each other.
Gather information, facts and ideas

• This is a huge part of being prepared – google® and the internet are HUGE resources

• Call someone who is an expert and interview them

• List your IDEAS – develop them and find facts to distill them
Organize

• Create cards for your main ideas, points or topics you want to cover

• Put these cards in ORDER for your presentation

• Remember your IDEAS – no need to memorize a script. Make sure you know your subject
Begin with an Opening

• Try to create an interesting opening statement and then support it with the rest of your speech

• Examples: Ask a question, Make some outrageous statement or Open with a quote that is related to you topic
Plan the END of your speech

• Recap your main points
  – You may want to create an acronym of your main points, so you can recall for the closing.
  – Include a memorable statement – example:
    "Opportunity is missed by most people, because it is dressed in overalls and looks like work."
    Thomas A. Edison
What if I forget to include a key point?

• Leon Fletcher – “Don’t tell your audience that you forgot a key point”

• ...instead you may say – ...”one more thing that I would like to make...”

• Or

• “in addition to my main points, I would like to add this important point...”

• This option offers you a way to include your points...
Presenting the Speech

• Practice, Practice and ...
• Be calm and be as natural as possible (act like your talking to your best friend(s))
• Speak Up
• Look at your audience – eye contact
• Don’t stare at one person – keep your eyes moving
• Open without READING your notes!
Presenting the Speech – p.2

• Avoid the “filler words”...ugh, so, and, well, hmmm....

• JUST pause and don’t make a sound – small pauses are okay

• LONG pauses should be used ONLY to make a point – and rarely.

• Stand up, Dress up and fix your hair!
Presenting the Speech p.3

• Speak loud enough for your audience to hear you
• Use visual aids effectively – too many can be distracting
• Learn how to transfer your time to the next person on your team...Create a “transition” statement that enhances your team presentation...Wait for that next person to step up before you leave the speaking position.
Transition phrases...

- The next point I’d like to make is...
- That brings us to...
- My first point is...
- In fact...
- Not only ...
- As you can see from these examples...
- First....second.... third...
- Now that we have established...
- Keeping these points in mind...
- Now that we understand...
- Let’s begin with...
- My next example is...
Presentations

• Your knowledge of your subject is important

• Your ability to COMMUNICATE this knowledge is MORE important

• Be Assertive not aggressive or passive –
  – Clarity, Concise and Complete
Presentation resources

- Toastmasters International –
- Books
  - How to Speak like a Pro by Leon Fletcher
  - Stuff you Don’t Learn in Engineering School by Carl Selinger