

# SELF-EVALUATION

## How effective am I in giving a talk?

Aspects of giving a talk	Rating	How could I improve this aspect?
	low high	
1 Was my main argument clear?	1 2 3 4 5	
2 Did I begin with a brief outline?	1 2 3 4 5	
3 Did I stick to my outline?	1 2 3 4 5	
4 Did I sum up at the end?	1 2 3 4 5	
5 How good was my opening?	1 2 3 4 5	
6 How well did I finish?	1 2 3 4 5	
7 How appropriate were my handouts or audio-visual aids?	1 2 3 4 5	
8 Did I move logically from one point to the next?	1 2 3 4 5	
9 Did I give good examples to support my points?	1 2 3 4 5	
10 Did I answer questions well?	1 2 3 4 5	
11 Did I make eye contact with most of those present?	1 2 3 4 5	
12 Did everybody feel included?	1 2 3 4 5	
13 Did I respect the different viewpoints of those present?	1 2 3 4 5	
What feedback did the audience give me?		

## Overcoming nerves

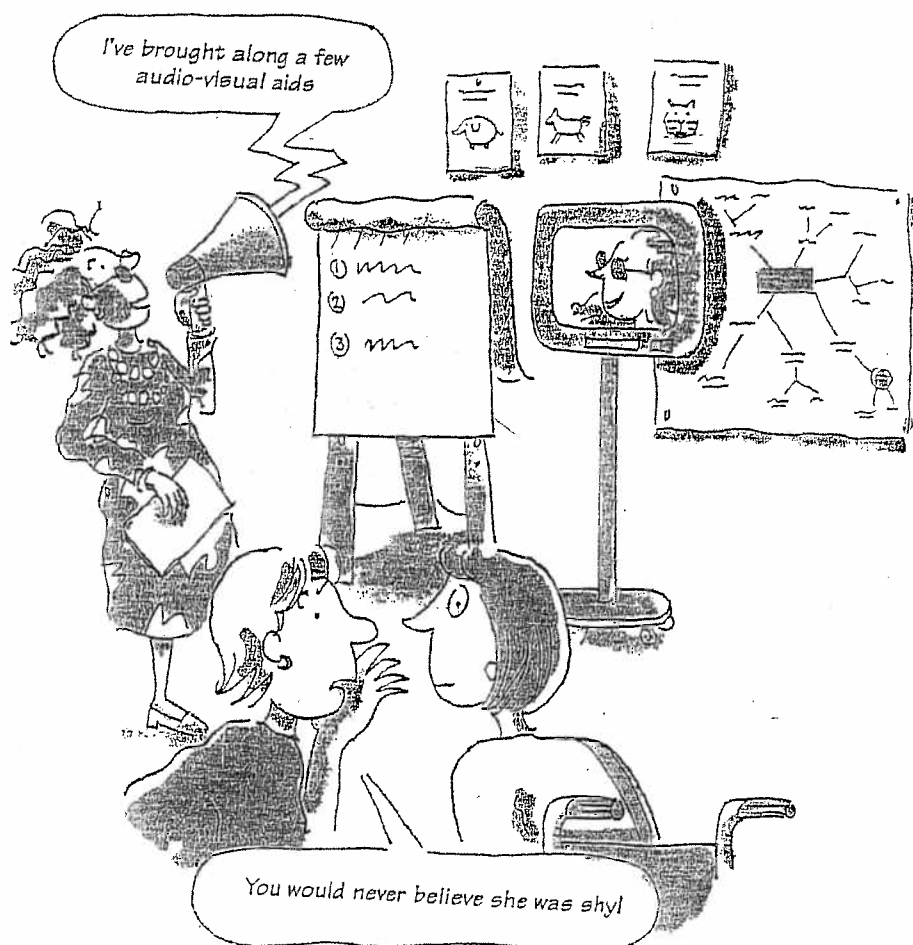
Many people spend so much time worrying about giving a talk that they leave no time to prepare what to say. You can reduce nervousness in the following ways.

- Prepare carefully – be confident about what you are going to say, and how you are going to say it.
- Make a conscious effort to relax – especially 2–3 hours before the talk.
- Arrive early so that you do not need to worry unnecessarily about the journey.
- Be in the room before everybody else. Instead of suddenly being confronted by a sea of faces, it's your space. Smile at your audience as they arrive.
- Have water to drink.

## Giving the talk

- Read the section 'Making your point'
- Use a clock to time yourself.
- Wait until everybody is settled and quiet before you start speaking.
- Tell the audience whether you would prefer questions at the end or during the talk.
- If possible, speak from your postcards, from a poster or from memory, rather than reading. The talk will flow better and will be easier to listen to. However, if you are unable to give the talk in any other way, write it out in full and read it.

- Remind yourself to speak more slowly and loudly than you would usually.
- Don't apologise for anything you feel could be better. Act as though you are quietly confident that your talk is excellent, and you will be half-way to convincing your listeners.
- Look up. Make eye contact with at least one person in your audience.
- At the beginning, summarise what you are going to say – and in which order.
- Go through your cards in turn. Make each point clearly.
- Pause and take a breath after each point. This gives your audience time to absorb the point. It also makes you look more professional.
- At the end, briefly sum up what you have said.
- Prepare a good line to end with. If you're not sure how to end, simply smile and say 'Thank you'.



## FACT SHEET ON PRESENTATION SKILLS

Got something to say ?

Most degree programmes and careers require presentation skills. Anyone who understands some underlying techniques and principles about presenting will be a more confident speaker. Speaking effectively and persuasively is something anyone can learn and develop with practice.

**So whats the big deal ?**

Exactly ! The main reason so many people shy away from speaking in public is fear - the fear of going blank or forgetting what you had planned to say, the fear of sounding stupid or of boring the audience to death. Quite often the anxiety provoking thought is that your name, career or reputation is at stake. The deepest fear is that you are being judged - not just what you are saying.

There is a big difference between being nervous before speaking and feeling terrified. A certain amount of anxiety and tension before addressing a group is natural and even energising. What you need to do to succeed is to turn the experience around. Focus on the positive implications of giving a presentation rather than on the negative ones.

The level of your anxiety before speaking to a group will be influenced by five factors. These are:

1. ***Your knowledge of the subject***  
The more you know about the subject to be presented, the more confident you will be. Dealing with material that is new or that you have not fully researched may add to your level of anxiety;
2. ***Your advance preparation***  
How you initially organise the amount of information and knowledge on the subject matter is important. Often people put off preparing the speech until the time to deliver it has almost arrived. Lack of structure, planning and preparation will contribute to you feeling nervous while delivering the speech. Effective presentation relies on adequate preparation;
3. ***Who are your audience ?***  
Your anxiety as a speaker can be influenced by the composition of the particular audience you are going to address. Consider the following questions:
  - What are the characteristics of the audience in terms of, for example, age, sex, status and work experience ?
  - Do they have a vested interest ?
  - Will they be a friendly audience ? Who is hostile ?
  - Does a member of the audience already know something about the subject ?
4. ***Your familiarity with the venue***  
The better you know the venue, the less anxious you are likely to be. If the presentation takes place in your own classroom, or the conference room of the company where you work, preparing will probably be less complicated. The size and layout of the room can influence how comfortable you may feel ;
5. ***What is the purpose of your presentation ?***  
Your level of comfort may be influenced by the occasion and the purpose of your presentation. You may feel more anxious in a formal or confrontational occasion than at a casual, informal gathering.

1. ***The Beginning / Introduction***

The beginning of your presentation should motivate your audience to focus on you and your words. Give special emphasis in the first five minutes. A number of techniques might be useful in opening your talk:

- An overview of the presentation outlining the issues that will be covered and stating the end objectives
- A statistic or a shocking fact
- A quotation
- A question.

2. ***The Middle***

Develop the argument, positions or explanations that you indicated at the start. You explain, clarify and justify your positions. You need to decide in what order to put each of your key points - for example the most important point first or last, a sequence based on chronological order.

3. ***The Closing***

You have similar choices for ending a talk as you do for beginning one (see no. 1 above). In the closing, you summarise what you told your audience, you restate your objectives and what you want from them.

**Notes:** Consider using notes instead of relying on your memory. Rather than writing pages of paper, or using the overheads and slides as prompts, try to use record cards. On each card you might write one of your key ideas, followed by words to remind you of the example you plan to use. Note cards are convenient and allow you to be more mobile during your talk.

Keep visual aids covered until you need to show them. Remove them when they have served their purpose. Remember, when you are using visuals you should not turn your back to the audience. You may also want to reproduce your slides or acetates on your cards.

**The presentation...**

Other key elements involved in getting the message across and which affect the quality of the presentation are as follows.

1. ***Keep eye contact.*** By looking at each face you are signalling to the listeners that you like them, that you are honest, open and direct. Make the audience feel that you are addressing it.
2. ***Use your hands in a variety of gestures.*** Do not fidget with notes, play with clothes or put your hands in your pockets. Use your hands to describe and reinforce your verbal message. Avoid pointing at the audience.
3. ***Be aware of your posture.*** Stand straight, with assurance, chest up and shoulders relaxed. A little movement is helpful so long as you do so with clear purpose.
4. ***Be aware of your voice.*** Talk louder than normal and try to vary the pitch of your voice. Project your voice to the back of the room, not down at the table in front of you. Speak slowly enough for the audience to capture the meaning of what you are saying.
5. ***Face your audience.*** Bear in mind that your facial expression should reinforce your message. Smile from time to time. The warmth that you will emit can effect the listeners' level of interest or motivation. Be aware of how you hold your head as it can make you appear smug or shy.

So What can I do ?

The most effective ways to overcome public speaking anxieties are :

- Be proficient in your subject and be very well prepared
- Anticipate potential problems and prepare probable responses
- Develop the ability to handle whatever happens spontaneously as it occurs, be able to make instant decisions
- Gain plenty of practice and experience at presenting.

### Preparation...

Preparation is everything. Getting the answers to the following questions will increase your confidence - because it will put you more in control. In addition, the answers to these questions will help you make some necessary decisions about the structure of your presentation.

1. *Who is your audience ?*

The more you know about your audience, the more accurately you will be able to select the appropriate data for your talk. If each individual present knows a lot about the subject, you can use certain terms and concepts. However, if the audience is unfamiliar with the subject, you may need to include more basic information. You are aiming to balance what your audience knows and what it needs to know.

2. *What points do you want to convey ?*

It is important to be clear on the number of points you want to make. Bear in mind that people will only remember a number of points. You cannot expect to present a lot of ideas in a short period of time. You may find it helpful to write your key points as a check list and select the ones that you regard as most important.

3. *How long is your presentation to be ?*

The length of time that has been allotted to your talk has critical implications for what you select as the content. It will influence the degree of detail you can deal with. Consider the amount of time that the talk will take - and whether this includes a question time. Twenty minutes is the ideal length of time to speak in order to keep an audience listening. If there are other speakers, you should consider in what order the presentations will be made. The first or second speaker has an advantage as the group is fresh and is paying attention. As the day goes on, audiences become tired and it becomes more challenging for speakers to keep their interest.

### Structure...

Your responsibility to the audience is to be clear, accurate and analytical. A strong structure is one of the most vital points to distinguish a good presentation from an average one. You must arrange the facts and ideas in an effective manner in order to keep the listeners interested and involved. Consider your structure in terms of a beginning, a middle and an end.

6. *Your clothes.* Do not wear clothes that distract attention from what you are saying. Dress comfortably and appropriately.
7. *Word choice.* An audience's ability to understand is affected by the vocabulary we choose to use. Long words are harder to understand than short words. Eliminate words or phrases that may be inappropriate, insulting or stereotyping. Avoid the overuse of similar words. Consider using a thesaurus when preparing in order to avoid this.

### Some more help ?

The following reading may also be helpful:

Argyle, M. (1988) Bodily communication London : Methuen

Mandel, S. (1988) Effective presentation skills London : Kogan Press

Tierney, E.P. (1994) Show time : a guide to making effective presentations Dublin : Oak Tree Press

Remember, the Counselling Service is here to help - so if you need us, please phone 704 5165, or call to Pavilion, room PG02, College.

Compiled by Vicky Panoutsakopoulou (DCU Counselling Service) and Catherine Bolger (TCD Counselling Service). Edited by Catherine Breathnach



## Presentation Skills

([http://www.presentationhelper.co.uk/Essential\\_Presentation\\_skills.htm](http://www.presentationhelper.co.uk/Essential_Presentation_skills.htm))

### Presentation Skills 1. Use Visual Aids

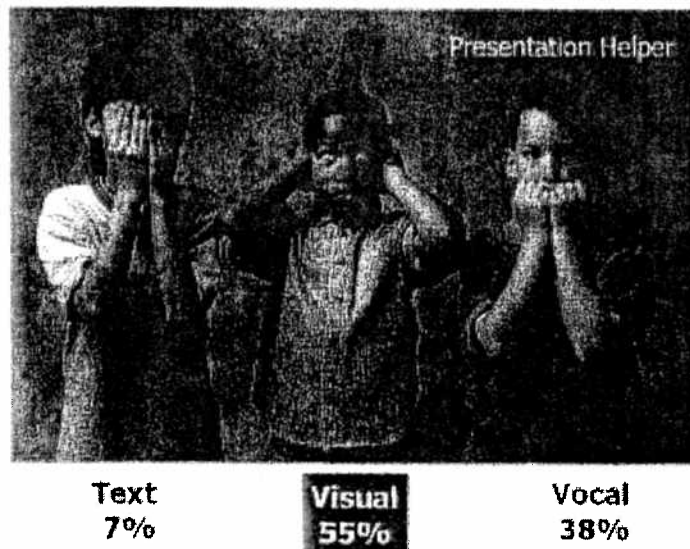
One of the most powerful things that you can do to your presentation is to add in visual aids.

Research shows that if you use visual aids you are twice as likely to achieve your objectives.

Ditch the bullet points - use pictures instead.

**Use visual aids in your next presentation. Why should you use visual aids?**

#### 1. How we take in information during a presentation



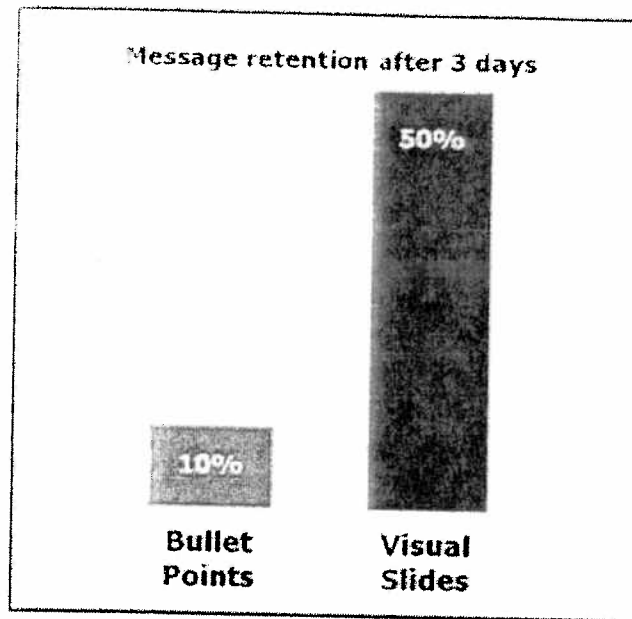
Professor Albert Mehrabian did a lot of research into how we take in information during a presentation. He concluded that 55% of the information we take in is visual and only 7% is text.

There are some important conclusions that we can take in from this information

1. Use visuals (pictures, graphs, tables, props) whenever you can
2. In a speech you are only using 38% of the communication medium
3. Ditch the bullet points

#### 2. Making the presentation memorable



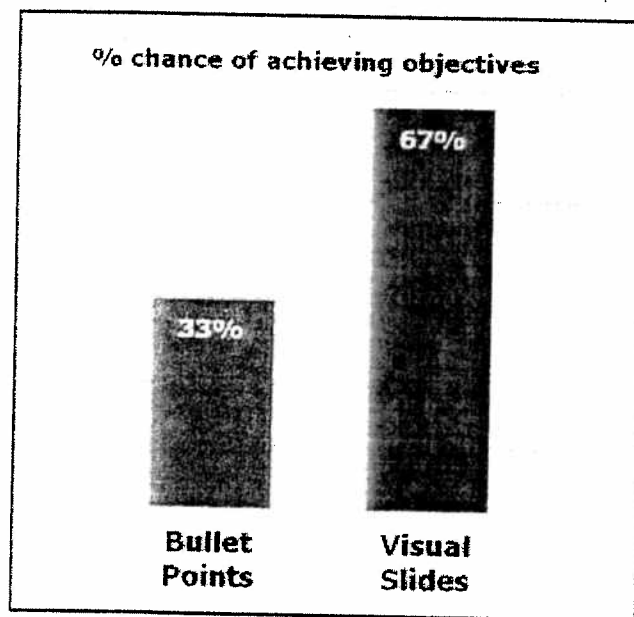


In a Study at the Wharton Research Centre they showed that using visual slides had a dramatic effect on message retention. The effect of using visuals is truly staggering!

The old adage that "a picture is worth a thousand words" is as true today as it has always been.

### *3. Achieving your objectives*

If I said that I could double your chances of achieving your objectives in a presentation with just one piece of advice you would probably be very skeptical. And yet if you use visual images that is just what happens.



This study by Decker Communications showed that by using visuals in your presentation you could expect roughly to double the chance of achieving your

objectives. And if you are trying to make a sales presentation or a job interview presentation, this piece of advice could have a major impact on your bank balance. The conclusion: Use visual aids  
So hopefully by now you have got the message loud and clear. Use visual aids in your next presentation.

## **Presentation Skills 2. Rehearsal**

We see no end of people who spend hours pouring over their bullet points but fail to rehearse properly for the presentation.

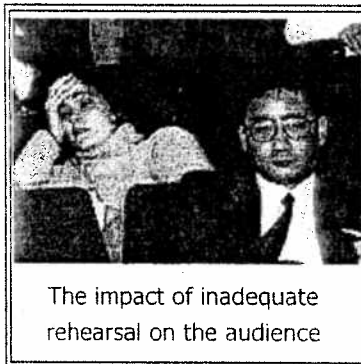
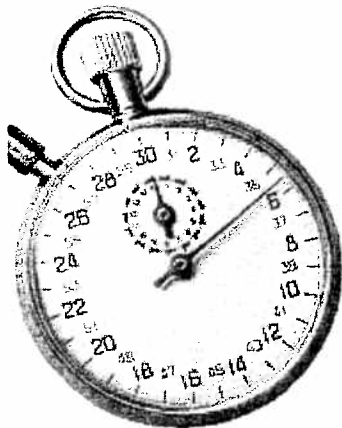
The old adage is as true now as it has always been.

"If you fail to prepare, you are prepared to fail"

### **Rehearse your presentation and it will get better.**

Sorry to sound like a bit of an old nag. It's obvious - rehearsing - isn't it? But it's also a bit of a drag and one that is easy to forget. It is probably the most common mistake of all presentations that I have seen.

You wouldn't dream of going to see a Shakespeare play at the RSC only to find that they hadn't properly learnt the script. You wouldn't dream of going to the opera to hear the band play out of time because they have hadn't got round to rehearsing properly. But yet in presentations and in speeches we see this happening all the time.



Rehearsing could make the difference between a good and an average presentation.

#### *1. Plan to rehearse your presentation out loud at least 4 times.*

We suggest that you should rehearse at least four times, and if you can get word perfect so much the better. I know that you haven't got the time, but we have seen so many presentations that have been let down due to a lack of rehearsal.

Make sure that one of your rehearsals is in front of a real scary audience - family, friends, partners, colleagues, children. They will tell you quite plainly where you are going wrong - as well as providing you with the support that you need.

#### *2. Rehearse against the clock*

If you have to give a presentation in a short period of time then try to practice your presentation against the clock. This is particularly true with something like the five minute job presentation. You can add in parts from the script or take them out to fit the time. Allow extra time in your presentation for questions and watch out for



nerves - this could mean that you talk faster on the day. In the actual presentation you could take in a clock or take off your wrist watch and put it on the podium. This way you can see how the timings can develop.

3. *Take a leaf out of Winston Churchill's book - memorize your script.*  
He is widely attributed as being one of the great speakers. It took him six weeks to prepare his Maiden Speech in the House of Commons and he learnt it word perfect.

4. *Video or tape record yourself*

A very simple trick that could help you with your performance is to video or tape record yourself. This will give you some immediate feedback and will enable you to fine tune your performance. Videoing a rehearsal is the staple of many presentation training companies - so why not save time and money and do it yourself? Does it work? - Just read this bit of feedback from someone who got a new job using these techniques

*"Then I practised, I think this is the key.*

*I practised in front of my husband, my brother in law, my 12 year old daughter.*

*Then my 4 year old son on the day, he wasn't impressed, he just wanted me to put the telly on.*

*I blew their socks off!! he he*

*Definitely could not have done it without your help"*

Rehearse and you will get better.

### **Presentation Skill 3. The rule of three**

This is one of the oldest of all the presentation techniques - known about from the time of Aristotle.

People tend to remember lists of three things. Structure your presentation around threes and it will become more memorable.

#### **The rule of three - We remember three things.**

The rule of three is one of the oldest in the book - Aristotle wrote about it in his book Rhetoric. Put simply it is that people tend to easily remember three things.

Remember as a kid when your mum sent you down to the shop to but a number of things. But when you got to the shop all you could remember were three things. This is the rule of three

**Odds are that people will only  
remember three things from  
your presentation**

**1. The audience will likely remember only three things from your presentation - plan in advance what will these be.**

Believe it or not, the chances are, people will only remember three things from your presentation. So before you start writing your presentation plan what your three key messages will be. Once you have these messages. Structure the main part of your presentation around these three key themes and look at how they could be better illustrated.

**2. There are three parts to your presentation**

The beginning, the middle and the end. Start to plan out what you will do in these three parts. The beginning is ideal for an attention grabber or for an ice breaker. The end is great to wrap things up or to end with a grand finale.

**3. Use lists of three where ever you can in your presentation**

Lists of three have been used from early times up to the present day. They are particularly used by politicians and advertisers who know the value of using the rule of three to sell their ideas.

**Veni, Vidi, Vici** (I came, I saw, I conquered) - Julius Caesar\*\*

**"Friends, Romans, Countrymen** lend me your ears" - William Shakespeare

"Our priorities are **Education, Education, Education**" - Tony Blair

A Mars a day helps you to **work, rest and play** - Advertising slogan

**Stop, look and listen** - Public safety announcement

A classic example of the rule of three was Winston Churchill's famous **Blood, sweat and tears** speech. He is widely attributed as saying I can promise you nothing but blood sweat and tears. What he actually said was "I can promise you **Blood, Sweat, Toil and Tears**" Because of the rule of three we simply remember it as Blood sweat and tears.

**4. In Presentations "Less is More"**

If you have four points to get across - cut one out. They won't remember it anyway. In presentations less really is more. No one ever complained of a presentation being too short.

**Good luck and happy presenting**

## Making Presentations That Audiences Will Love

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## Use a Template

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- Use a set font and color scheme.
- Different styles are disconcerting to the audience.
- You want the audience to focus on what you present, not the way you present.



## Fonts

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- Choose a clean font that is easy to read.
- Roman and Gothic typefaces are easier to read than Script or Old English.
- Stick with one or two types of fonts.



## Font Size

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- Bulleted items should be no smaller than 22 points.
- The title should be no smaller than 28 points.



## Bullets

- Keep each bullet to one line, two at the most.
- Limit the number of bullets in a screen to six, four if there is a large title, logo, picture, etc.
  - This is known as "cueing"
  - You want to "cue" the audience in on what you are going to say.
    - Cues can be thought of as a brief "preview."
    - This gives the audience a "framework" to build upon.



## Bullets (con.)

- If you crowd too much text, the audience will not read it.
  - Too much text makes it look busy and is hard to read.
  - Why should they spend the energy reading it, when you are going to tell them what it says?
  - Our reading speed does not match our listening speed; hence, they confuse instead of reinforcing each other.



## Caps and Italics

- Do not use all capital letters
  - Makes text hard to read
  - Conceals acronyms
  - Denies their use for EMPHASIS
- Italics
  - Used for "quotes"
  - Used to *highlight* thoughts or ideas
  - Used for book, journal, or magazine *titles*



## Colors

- Reds and oranges are high-energy but can be difficult to stay focused on.
- Greens, blues, and browns are mellower, but not as attention grabbing.
- White on dark background should not be used if the audience is more than 20 feet away.
  - This set of slides is a good example.
  - You can easily read the slides up close.
  - It is harder to read the further away you get.



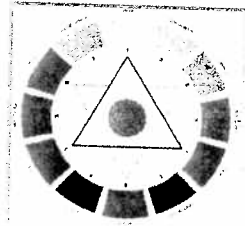
## Backgrounds

- A white on a dark background was used for this set of slides as:
  - The author assumes most users will view the presentation on their own computer.
  - Having a dark background on a computer screen reduces glare.



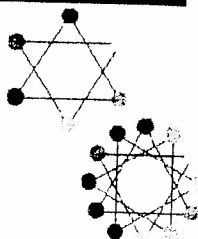
## The Color Wheel

- Colors separated by another color are contrasting colors (also known as complementary)
- Adjacent colors (next to each other) harmonize with one another. e.g. Green and Yellow
- The color wheel below is simplified for easy



## Clashing Colors

- Colors that are directly opposite from one another are said to clash.
- These provide readability - e.g. yellow on blue.



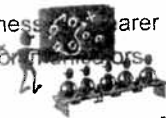
## Attention Grabber

**on slide stand out.**



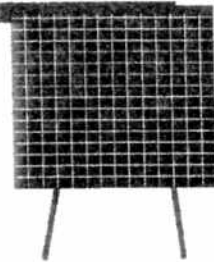
## Illustrations

- Use only when needed, otherwise they become distracters instead of communicators
- They should relate to the message and help make a point
- Ask yourself if it makes the message clearer
- Simple diagrams are great communicators



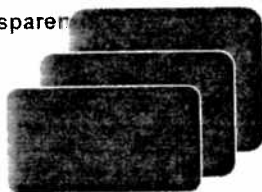
## Flipcharts

- Make letters at least a 1/4 high
- Flipcharts with lines are much easier to write on



## Aspect Ratios for Media

- Overhead Transparency 4:5
- Video 3:4
- 35mm Transparency



## Overhead & 35mm Screen Size for Readability

Screen	6'	8'	10'	12'	15'
1/4 inch	30'	40'	50'	60'	90'
3/8 inch	45'	60'	75'	90'	135'
1/2 inch	60'	80'	100'	120'	180'





## YOU



- Do not use the media to hide you
- The audience came to see you
- The media should enhance the presentation, not BE the presentation
- If all you are going to do is read from the slides or overheads, then just send them the slides
- Remember, only you can prevent

*"Death by PowerPoint"*



## Presentations

by Donald R. Clark (donclark@nwlinc.com)

### FOR MORE INFORMATION

- <http://www.nwlinc.com/~donclark/leader/leadpres.html>
- <http://www.nwlinc.com/~donclark/hrd/templates/presentation.rtf>



## Presentation Title

### Preplanning Notes (PALES):

Purpose - What do you want from the audience or what does the audience need from you?

Audience - How much knowledge do they have?

Logistics - time, audience size, room size

Equipment - slide projector, screen, flip chart

Set up - Arrive early! Ensure the room is ready (chairs and tables arranged, presentation materials, name tags, audiovisual equipment).

Total Time: 30 min.

9/30/2010

Time: 5 min

Slide 1

- 1) Introduction: Introduce yourself (let them know you are a real person).
  - a) Interest device or "grabber" (war story, shocking statistic).
  - b) Authority (why they should listen to you).
  - c) Objective - Help them to visualize a clear goal, such as how this information will help them with a task or job.
  - d) Special instructions, facilities, etc.

Time: 5 min

Slide 2

- 2) Presentation Outline
  - a) First Point: Focus on one topic.
    - i) Do not try to cover too much at one time. Instead, schedule more meetings.
    - ii) Allow the audience to stay focused!

Time: 5 min

Slide 3

- b) Second Point: Stay connected - get out from behind the podium.
    - i) Get the audience involved.

Slide 4

- ii) Get creative!
    - iii) Mix your media to reinforce the message.

Time: 5 min

Slide 5

- c) Third Point: Practice, Practice, Practice

Time: 15 min

Slide 6

- d) Forth Point: To enter another point, press the [Tab] key.

Time: 5 min

Slide 7

- e) Review: End with a bang - people remember what they hear last.

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### **Presentation Outline:**

1. Introduction
  - a. Who are you?
  - b. Why are you here?
  - c. What is the audience going to get from this?
2. Topic 1
  - a. Subtopic 1
  - b. Subtopic 2
  - c. Subtopic 3
  - d. Subtopic 4
3. Topic 2
  - a. Subtopic 1
  - b. Subtopic 2
  - c. Subtopic 3
  - d. Subtopic 4
4. Topic 3
  - a. Subtopic 1
  - b. Subtopic 2
  - c. Subtopic 3
  - d. Subtopic 4
5. Topic 4
  - a. Subtopic 1
  - b. Subtopic 2
  - c. Subtopic 3
  - d. Subtopic 4

- 6. Topic 5
  - a. Subtopic 1
  - b. Subtopic 2
  - c. Subtopic 3
  - d. Subtopic 4

- 7. Conclusion

## SAMPLE OUTLINE

(Taken from: <http://www.bk.psu.edu/faculty/ramsey/informoutline.html>)

### Sample Informative Speech Outline

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This is a sample outline that is an extended speaking outline. Because I want to communicate both how a speech "sounds" in an outline, and what one looks like, the key words and phrases here are longer than they should be on your speaking outline.

#### I. Introduction:

A. Attention-getter: "We do not see ourselves as victims. We will not be victimized. We have the right to be treated with respect, dignity, compassion, and understanding. We have the right to lead fulfilling, productive lives—to live and die with dignity and compassion."

B. Link-to-Audience: This is not a quote by cancer patients, the Hemlock society, or any war veteran. This is a quote from the National Association of People with AIDS. These people are your sons and daughters, your brothers and sisters, your family, your friends, and your lovers.

C. Ethos: As a speaker's bureau volunteer for the AIDS Resource Center in Dallas, Texas I was able to learn an enormous amount of information pertaining to HIV and AIDS.

D. Thesis: I would like to share what I've learned about HIV and AIDS with you today.

#### E. Preview of Speech:

- 1. We'll begin with some important definitions and discuss who is at highest risk for infection
- 2. We'll also discuss how the HIV virus is transmitted and how to protect yourself from transmission

Transition: In order to be well informed about HIV and AIDS, one must first have a thorough understanding of the definitions that surround this medical condition.

#### II. Definitions:

A. What is AIDS?

B. What is HIV?

Sept 2010

### C. What is ARC?

Transition: Now that you have a general understanding of what's involved with AIDS and HIV, let's discuss who is currently most at risk for transmission of this virus.

### III. High-risk groups:

#### A. #1 group

1. percentage of population (Continue listing groups)

Transition: With an understanding of who is most at risk at hand, at this point you might be asking how the virus is transmitted.

### IV. Transmission and Contraction

#### A. Transmission in general

1. Blood-to-blood
2. Genital secretion-to-genital secretion

#### B. Contraction

1. #1 Group and how that contract most often (Continue listing groups)

#### C. How HIV is not transmitted

Transition: As you can see, we know a lot about how the virus is transmitted. Luckily, we also know a lot about how to prevent the virus from being transmitted.

### V. Prevention:

#### A. Education

#### B. Condoms

#### C. Testing

#### D. Not sharing needles

Transition: The information that I have given you today could help save your life, so let's go over the important points that I've discussed one more time.

### VII. Conclusion

A. Restate thesis: Today I've talked to you about the important aspects of HIV and AIDS.

B. Review Main Points: We've talked about...(list main points again)

C. Call-to-action: I urge each of you to think about any behaviors that might put your life at risk. I also encourage you to get tested for HIV as soon as possible. Finally, I ask that you take this virus seriously, educate others, and treat those already infected with HIV with respect and dignity.

D. Clincher: I'll end with another quote from the National Association of People with AIDS and ask you to imagine yourselves in their shoes: "We condemn attempts to label us as 'victims,'

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which implies defeat, and we are only occasionally 'patients' which implies passivity, helplessness, and dependence upon the care of others. We are...People with AIDS."

(Taken from:  
<http://facstaff.bloomu.edu/jtomlins/sample.htm#Here%20is%20a%20sample%20outline>)

**Title:** Voting: Our Legal Right

**Specific Purpose:** To persuade my audience to vote in elections

**Introduction:**

- I. Gain audience's attention by asking questions
- II. Establish credibility - I vote
- III. Explain what voting is
- IV. Preview the body:
  - A. Why we vote
  - B. Why we don't vote
  - C. Why we should vote

**Body:**

- I. Why we vote
  - A. To elect representatives
  - B. Constitutional right
    1. Article 1
    2. Amendment 15
    3. Amendment 19
- II. Why we don't vote
  - A. Figures on low voter turnout
  - B. Some don't care
  - C. Some are not educated about candidates
- III. Why we should vote
  - A. To voice our opinions
  - B. To guarantee our freedom

**Conclusion**

- I. Summarize main points
- II. Explain how to register
- III. End with Quotation

*What is Involved in Creating a Presentation?*

- 1) Creating and developing a concept
- 2) Creating and planning the outline for the presentation
- 3) Researching of ideas
- 4) Identifying and creating audience goals
- 5) Revise the outline for the presentation
- 6) Integration and use of research
- 7) Looking for and incorporating relevant and appropriate images into the presentation
- 8) PowerPoint/IT skills
- 9) Edit presentation so that it looks seamless, fonts big enough, colours work, etc
- 10) Practise, practise, practise – on a big screen (what looks good on the small screen does not always work on a big one) and have a couple of dry runs as a group to ensure speaker/slides in synch, see where to stand, etc.
- 11) Delivery on the day
- 12) Reflection on how the presentation went and identify how things could be improved

*Related Soft Skills:*

- 1) Brain storming
- 2) Critical thinking and analysis
- 3) Research skills
- 4) Problem Solving
- 5) Planning – including time management, organisational skills and goal setting
- 6) Communication – verbal and written
- 7) Motivation

*If Working With Team (additional skills):*

- 1) Team work (leadership, collaboration, delegation, etc)
- 2) Assertiveness
- 3) Conflict management
- 4) Communication (verbal)



## Seminar Mistakes

- 1) Forgetting there is an audience (i.e. not looking at them)
- 2) Including too much content on slides
- 3) Lack of direction and/or structure in presentation
- 4) Using too much technical language and not explaining what technical language you do use
- 5) No have defined audience goals
- 6) Not pitching information to right audience
- 7) Nothing to look at
- 8) Nothing to do
- 9) Only note taking – no questions and/or activities – audience involvement
- 10) No fun
- 11) No responsiveness or flexibility
- 12) No improvement from dry runs to actual presentation
- 13) Problematic body language
- 14) Not speaking loud enough
- 15) Forgetting an introduction and/or conclusion
- 16) Not using images on slides

Notes:

