1.

Activity introduction

Have you ever come across a video or speech that you just couldn't pull yourself away from? An effective presentation style (which we know can differ across cultures, abilities, and personality styles) can feel magnetic, and you're instantly connected. But presenting isn't something that people are just suddenly good at. In fact, if you examine the content and the person's delivery closely, there are several things that great presenters do that you can start doing too.

This activity will help you develop great presentation techniques and skills. The template below will help you develop what you'll say as you deliver the portfolio project presentation that you created in the previous activity,

Create a presentation for your portfolio project research ↗ .

You'll need:

A video recording device (a camera on a laptop or phone both work great!)

A family member or friend to provide feedback (optional)

Step-by-step instructions

Step 1: Open your research presentation

Locate and open the presentation you created in the previous activity,
Create a presentation for your project research ↗ .

Step 2: Analyze your portfolio project presentation and add a script to the notes section
Once you have opened the presentation, examine the slides. Next, at the bottom of the screen, select the text field with the message "Click to add speaker notes." You can expand the text field by selecting the three dot symbol at above the section. The text that you enter here will be visible for you during your presentation, but not for your audience.
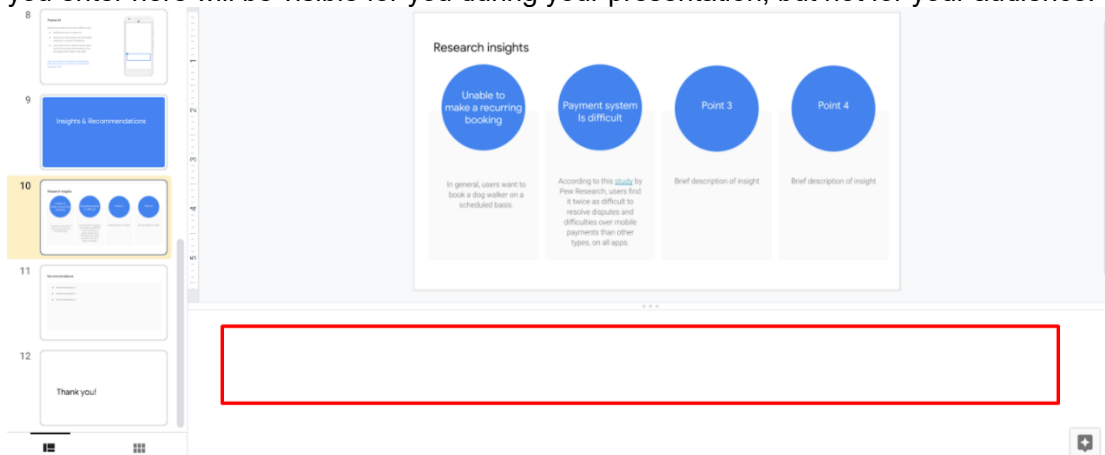
Fill out the section with two to three main points of key information that you'll need to communicate in your presentation. Create a new line of text for each main point.
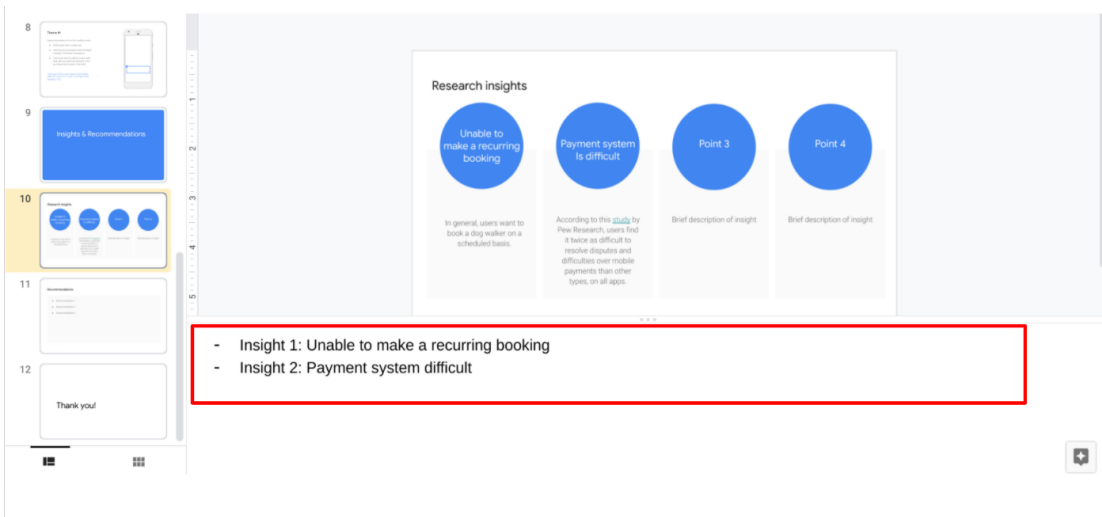
When you are done, use your cursor to select the first main point and use it to create a sentence for what you will say to your audience. Repeat this action for every main point in the speaker notes section. This will help you be concise when you present, and stick to the main points that you need the audience to remember. Repeat for every important slide in your presentation.
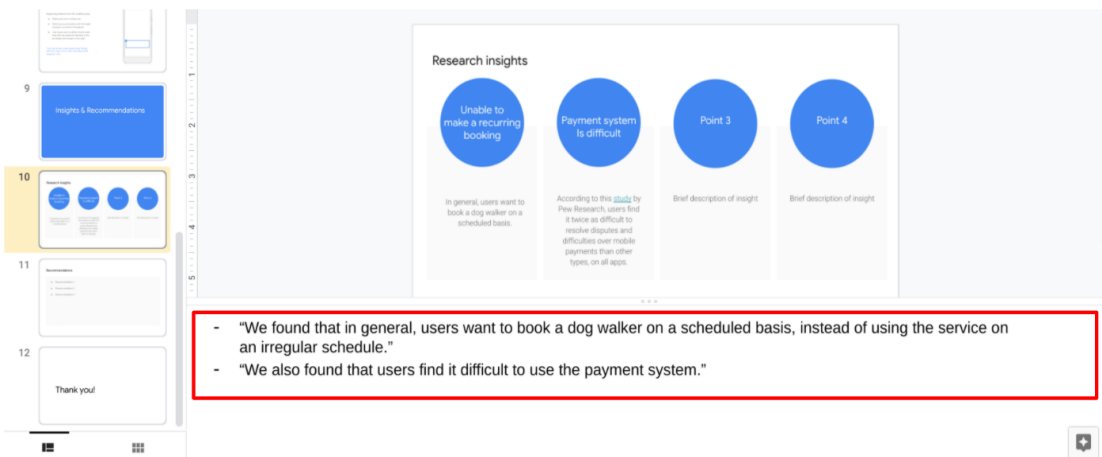
You don't need to write everything you're going to say in the presentation. That would make you sound robotic and rehearsed. Instead, each sentence will be a starting point for the main point you are discussing. Once you read the first sentence in the speaker notes section aloud to your audience, you can go more in-depth with your thoughts on that main point without reading from a script. When you are done explaining the main point, move on to read the next sentence on the list aloud. Repeat these actions for the duration of your presentation.

Step 3: Practice giving your presentation

Now that you have your presentation blueprint, practice giving your full presentation, using your slides, without an audience. Be sure to do it aloud, so you can identify and edit any awkward phrasings or speed bumps. Remember, when you present your slides, make sure to verbalize what the images are displaying. For example, if you include an image of a screen design, describe the details of that image out loud. This ensures an inclusive presentation accessible to people with visual impairments.

Ask yourself the following questions after you present:

Am I being concise? Did I stick to the main points I need the audience to remember?

Is my tone conversational? Did I sound robotic or like I'm reading from a script?

Did I use stories effectively, including relatable and specific examples to illustrate points?

Did I allow pauses in my delivery?

Did I appear confident?

Did I practice making eye contact by addressing different locations around the room?

Step 4: Record your presentation

Now it's time to deliver your presentation. You can use a smartphone's video recording capabilities or a computer equipped with a camera. On a computer, a simple method to record yourself while sharing your slides is to utilize the "record" and "share your screen"

features available in video conference apps like Google Meet or Zoom.

It may take a few tries to record a version of your presentation you'll be ready to evaluate. It's great practice so just keep going until you have captured your entire presentation and you're happy with it.

Step 5: Reflect on the completion of this activity

Finally, watch the replay of your recorded presentation and evaluate yourself based on the rubric below. What did you do well? Where can you improve?

Consider asking a family member or friend to watch your recording and share their feedback based on the rubric.

Take this feedback with you as you continue to progress through the course.

	Concision	Tone	Use of Stories	Pauses	Eye-contact
	Did you...	Did you...	Did you...	Did you...	Did you...
Least Engaging	Tell irrelevant stories and go on lots of tangents?	Sound robotic or like you were reading from a script?	Not include any stories in your presentation?	Speak quickly without pausing once, and try to fill every silence with words?	Not make any eye contact with your audience?
Mildly Engaging	Get sidetracked sometimes but include all your main points efficiently?	Sometimes speak conversationally and sometimes speak robotically?	Tell stories that distracted from, rather than enhanced your presentation?	Blend confident pauses with uncertain speaking?	Make uncertain, hesitant eye contact on occasion but otherwise not glance at audience members?
Most Engaging	Stay concise, direct, and stick to the main points you needed the audience to remember?	Talk conversationally, like you were chatting with a friend or colleague?	Use stories to keep the audience engaged and use relatable and specific examples to illustrate points?	Allow natural pauses in conversation to display confidence?	Make eye contact in a way that was compelling to the audience?