

Group Presentations



Agenda

- Introduction to group presentations
- Planning for team success
- Handling Common Issues

A photograph of a team of four rowers in a coxed pair boat on a body of water. The rowers are wearing pink shirts and blue shorts, and they are all pulling their oars simultaneously, creating a spray of water behind them. The boat has a white bow and a dark stern. The background is a dark blue sky and water.

Individual commitment

to a group effort -- that is
what makes a team work.

Vince Lombardi



Group v. Individual Presentations

Group presentations require

- Greater coordination & planning
- Scripting
- Rehearsing together

Roles



MC



Presenter



Slide
Changer



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Duties

- Introduce the speech & team of presenters
- Transition between speakers
- Conclude the presentation
- Moderate Q&A



Duties

- Know their section of the speech
- Effectively transition from previous speaker to their own section
- Handoff to the next speaker or back to the MC



Duties

- Know all the transition points for slides
- Be able to effectively change the slide without being prompted by the speaker



Planning for team success



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Planning

- Group agreement on main points and outline for presentation
- Group discussion of the goals and objectives for individual sections **BEFORE** the section leaders works on the outline/text

Integration

- Integrate individual sections so that content isn't unnecessarily repeated and it sounds like a unified voice



Editing

- To present a clear and coherence message, group editing of the speech will be required so that all the sections flow seamlessly.

This may include:

- Reordering sections
- Removing sections
- Revision

Visual Aids

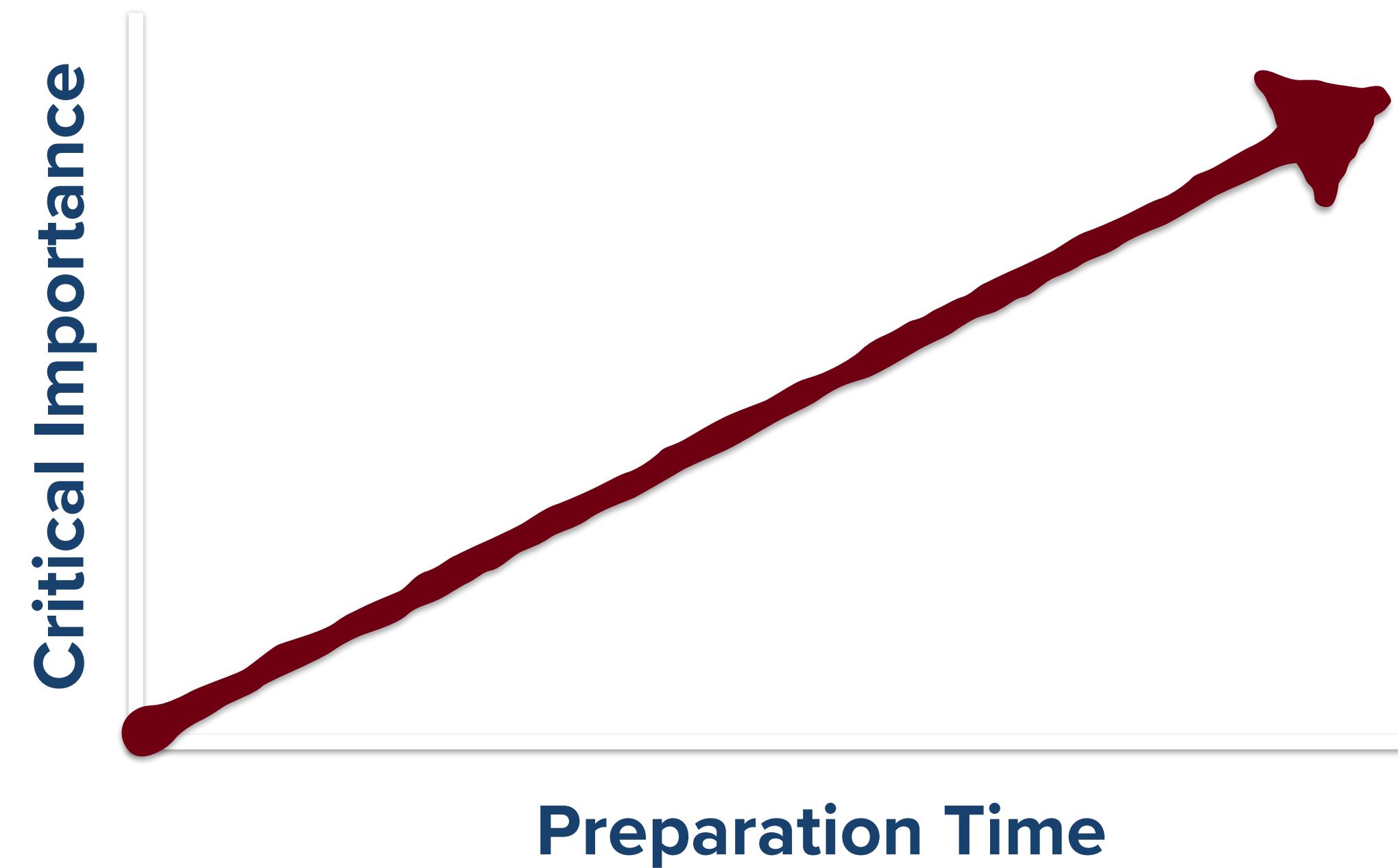
- Once a draft outline and script is completed, then a team member/s can start developing visual aids and a slide presentation

Timeline Management



- Group presentations are not prepared the night before
 - Some corporate group presentations take weeks to prepare, practice, and revise
 - Planning enough time for success

Group Rehearsals





Keys to Effective Group Delivery



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Group Rehearsals

- Try to mimic real presentations conditions for rehearsal
- Rehearsals can expose the need to revise sections, change ordering, or edit out content for time



Group Rehearsals

- Once or twice is not enough practice when presenting as a group
(especially if you have never presented as a group)
- Optimally at least one practice will be in the venue you will be presenting as a group

Content Knowledge

- Speakers should sound informed about the content being presented
- Expert tone

Transition Points



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Vocal Delivery

The team should speak in one-voice

- Tone
- Wording choices
- Enthusiasm

Handling Common Mistakes



Body Language

Don't

- Don't look like a zombie
- Fidget
- Distract audience from the current speaker
- Talk to other team members

Do's

- Look attentive and interested
- Limit movements
- Good Posture
- Look at audience

Symptoms of dysfunctional groups

- Speakers try to correct/make up for mistakes of other team members (out of order)
- Speaker reads cards and sounds as if they are learning the material at the same time
- Speakers unaware of slide transitions and other speaker's sections

Handling Common Mistakes

- Don't draw attention to them ... move on
- If so egregious, have a plan such as the MC will be the only team member to clarify

The Slacker

Options

- Edit them out of the speech
- Reassign their sections
- Peer Pressure to get their act together

Q&A Sessions



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