**Presentation Requirements:**

The purpose of the presentation is to provide you with practice for conducting a presentation.

You may give a presentation on the topic of your choice (hobbies, food, something you learned).

* Each person will give a presentation to the small breakout group.
* Using a PowerPoint is optional. The focus is on your skills giving a presentation.
* Each person has 10 minutes. This includes:
  + Set-up
  + Presentation (about 5-6 minutes). No more than 7 minutes.
  + Feedback - Each presenter may ask for feedback from the breakout group.
* Someone will need to be a **timekeeper** and to let the presenter know when to stop if time is reached.

**Remember to practice:**

* Share your presentation if using a PowerPoint.
* Have camera on.
* Have an opening, middle, and close.
* Use your voice (rate, tone, pitch, etc.)
* Practice gestures/body language.
* Practice reducing nervous habits (filler words, moving in chair, etc.)

**Planning Your Presentation**

Use this page to plan your presentation.

|  |  |  |
| --- | --- | --- |
| **Presentation**  **Topic** | What is the topic of the presentation? |  |
| **Goal(s)** | What is the goal(s) or purpose of the presentation?  What do you want your audience to **know, feel**, or **do** because of this presentation? |  |
| **Outline** | Open   * How will you open the presentation? |  |
| Body   * What are the key points of the presentation? |  |
| Close   * How will you close the presentation? |  |