



Academic Success Workshop: Preparing for Presentations

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3 Types of Presentations

Entertain

- Stories
- Humor
- Anecdotes

Inform

- Facts
 - Figures
 - Descriptions
 - Data
- Don't go overboard

Persuade

- Logic
- Reason
- Emotion
- Call to Action

Planning Your Presentation

1. Determine type of presentation
 - What is your goal?
2. Select Topic – Area of expertise/high level of knowledge and/or interest
 - If you're not interested in the topic, your audience won't be either.
3. Research your topic to help narrow your focus, if needed.
 - Use credible resources, such as WCCC Library databases & journal articles, etc.

Planning Your Presentation (continued)

4. Collect/compile data (if applicable)
 - CAUTION: Data overload can overwhelm your audience!
5. Compile references for citations and reference page.
6. Create an outline of key points to be made.
 - This will organize your information.
 - Make it easier to create power point slides
7. Consult Rubric provided by Professor, (if available) regarding specific guidelines for project to ensure inclusion of required info.

During Your Presentation

DO...

- ▶ Smile 😊
- ▶ Engage & face your audience
- ▶ Speak loud & clearly
- ▶ Maintain eye contact
- ▶ Use props (if appropriate) & visual aids
- ▶ Use notecards to keep you on track

Don't...

- ▶ Merely read your presentation notes
- ▶ Ignore your audience
- ▶ Mumble or Rush
- ▶ Neglect to test technology prior
- ▶ Focus on mistakes
- ▶ Forget to breathe... 😊

Observe Other Presentations

- ▶ Visit YouTube to view effective vs. bad presentations

Examples:

[Good Presentation vs. Bad Presentation](#)

[How to give a Great Presentation -7 Tips](#)

Tips for Addressing Anxiety

- ▶ Glossophobia is one of the most common phobias...chances are most people in the room are likely to have that same fear. You are not alone!
- ▶ Know that your audience is rooting for you!
- ▶ PRACTICE, PRACTICE, PRACTICE...then PRACTICE some more!
- ▶ Envision yourself in front of the room/at the podium while practicing.
- ▶ Expect the unexpected...
- ▶ Volunteer to go first!
- ▶ Feeling overwhelmed?
 - Talk to your professor and/or seek tutoring

Helpful links:

WWW.STUDYGS.NET

WWW.SKILLSYOU NEED.COM

[SAMPLE POWER POINT WITH CITATIONS](#)



Questions?

Thank you & good luck! 😊