

# Presentation Tips

## Do...

## Don't...

- ✓ begin your presentation with a clever and fun attention-getter. Remember to state your Thesis Statement.
  - ✓ organize your presentation into an Introduction, Body, and Conclusion (see below “How to Organize Your Presentation”)
  - ✓ glance at your note cards to remind you of what you’d like to say in your presentation
  - ✓ end your speech by re-stating your thesis and saying, “Thank you.”
  - ✓ choose pictures that are large and clear for your visual aide
  - ✓ cite each picture on a Works Cited page at the end of your presentation (you do not need to do parenthetical citations)
  - ✓ practice your presentation
- ✗ begin your presentation by saying, “I did my presentation on \_\_\_\_\_.”
  - ✗ try to “wing it” by not organizing your presentation
  - ✗ read off your note cards, research paper, or slides
  - ✗ end your speech by saying, “That’s all” or “I’m done.”
  - ✗ choose small or blurry pictures, include too many pictures, or write too many words on each slide
  - ✗ forget to do citations
  - ✗ attempt to “wing it”

## How to Organize Your Presentation

Think about organizing your presentation in the same way you organized your outline.

- I. Introduction
  - a. Attention-Getter
  - b. Background Information
  - c. Thesis Statement
- II. Body
  - a. Reason 1
    - i. Sub-Reason 1
    - ii. Sub-Reason 2
    - iii. Sub-Reason 3
  - b. Reason 2
    - i. Sub-Reason 1
    - ii. Sub-Reason 2
    - iii. Sub-Reason 3
  - c. Reason 3
    - i. Sub-Reason 1
    - ii. Sub-Reason 2
    - iii. Sub-Reason 3
- III. Conclusion
  - a. Restate your Thesis Statement
  - b. Conclude with something fun / catchy and remember to say “thank you” so your audience knows you’re finished.

# Presentation Checklist

Use this checklist to help you improve your presentation.

## Ideas

1. Have I included the main ideas from my research paper in my presentation?
2. Have I effectively supported my main ideas?
3. Does each slide suit the audience (my classmates) and the purpose (to convince them to visit my vacation destination) of the presentation?

## Organization

4. Do I state my thesis in the introduction?
5. Do I include the important main points in the body? (reasons and sub-reasons)
6. Do I restate my thesis in the conclusion?

## Voice

7. Do I sound interested and enthusiastic?
8. Is my voice clear, relaxed, and expressive?

## Media Choice

9. Are the words and pictures on each slide easy to read and see?
10. Have I chosen the best pictures?

## Presentation Fluency

11. Does my presentation flow smoothly from point to point?
12. Is my presentation 2-3 minutes long?

## Conventions

13. Is each slide free of grammar, spelling, capitalization, and punctuation errors?
14. Did I cite all of my sources (pictures and works cited page from research paper)?