

## PREPARING YOUR PRESENTATION:

Enjoy your presentation; if you do so, so will we all. Everyone in the room wants to learn from what you are telling them, and everyone in the room is your friend. We have all been in the same position of giving a presentation - - look forward to the applause!

- Use books, Internet, newspaper and/or magazine articles to collect as much information as you can about your topic.
- Arrange your notes into an order that flows best.
- If using your pc to create your presentation, double space your lines and use a larger than normal font (suggest at least size 14) as this makes it easier to read your notes. Number your pages.
- When you have the presentation completed, read it aloud, slowly and being sure to include any audio or video clips, to time yourself. If your presentation is about 20 – 25 minutes in duration, it will be good as this allows for discussions within the group after you are finished. It helps to read it aloud several times on different days, timing yourself. Speak clearly and slowly and if possible, practice with a family member.
- If planning visual or audio aids, mark exactly on your notes when they are to be included. Number each one of those, as well.
- Advise your Moderator of your equipment needs a week ahead.
- The Moderator might also assist in playing visual or audio ads, if necessary; and if this is so, ensure that he/she has a copy of your text with the clearly marked positioning of the aids.
- If you are using charts or maps they may be placed on the boards or the flip chart stand in advance. Use the available laser pointer so that you do not block the class view.
- If you are providing handouts, decide when these will be distributed. Arrange with our office to photocopy them (a week ahead, if possible). They may be distributed a week in advance to the class members, if you wish, so that people can read them - - nothing worse than rustling papers and people absorbed in your handout when they should be listening to your presentation.
- If you prefer not to be interrupted during your presentation, make it known before you begin. If you welcome questions as you go along, announce that also.
- If possible, include a bibliography.
- If you wish to circulate books, etc., as you are speaking, mark the pertinent pages with PostIt notes so that the marker does not slip out.
- Prepare three questions about your topic and give them to your Moderator. These may give a starting point for discussion. Your Moderator will ensure that each member of the group who wishes to speak to your topic will have a reasonable time to do so.
- Arrive early on the day of your presentation so that you can make sure that the equipment is ready to use.
- If possible use the podium; it is easier to project your voice from there as you read your notes. If you would rather sit, prop your notes on a book or something so that your head is elevated and your voice projects outward and not down to the table in front of you.
- There is a new microphone system available and the moderator will be familiar with its use.
- Keep an eye on the clock as you are presenting so that you don't exceed the 20 – 25 minutes and leave time for discussion.
- You don't have to know everything about your subject. Other members can often answer questions raised during the discussion period.