

## **PREPARING AND MAKING PRESENTATIONS**

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When communicating information through a presentation, the following points should be taken into consideration:

- 1) What type of presentation is required?
  - a. How long?
  - b. What is the objective?
  - c. Who is the audience?
  - d. What is the context?
- 2) It is critical to understand the reason for the presentation. For a classroom presentation, make sure to understand the instructions and parameters, and to consult with the Instructor, if necessary.
- 3) Organize the presentation in such a way as to communicate effectively the information and concepts, and also to engage the audience.
- 4) Do your research so as to be able to provide a broader framework and knowledge-base for the presentation. You do not simply want to present what is on a few slides but, rather, is it hoped, be able to present a number of points and themes in an engaging way that, generally, exceeds what classmates might know about the subject.
- 5) Think about the best way to convey the information. What will the title be? Are there any metaphors and analogies that could be used to illustrate the relevance of the topic? What comparisons could be made to highlight what the subject means? What is the context for the subject presented?
- 6) When putting together a power-point presentation, remember:
  - a. to make the words on each slide as meaningful as possible;
  - b. to avoid extravagant colors and configurations that might take the audience away from the content of the presentation;
  - c. to guide the audience through the presentation (tell them what the subject is, and how you will be addressing the topic);

d. to avoid long, discursive points on the slides (the slides should be a guide, not contain the entire narrative).

7) Think about what you would like your audience to come away with. Prepare questions for reflection and discussion, and also be prepared for questions you might be asked based on the presentation.

8) Do not read the presentation or the slides. Use the slides as a guide to support and reinforce the presentation, not as the only element to the presentation. Augment what is on the slides (thus, the utility of having punctual thoughts on a slide, which will then lead into a more detailed concept).

9) Practice the presentation. Remember how much time you will have, what you want the audience to take away from it, how you guide the audience through the presentation, and, lastly, what key themes/messages will be stressed over all others.