

Chemistry 345

Giving the Presentation

Review

- Decide on a Topic
- Gather Supporting Materials (P⁷)
- Structure of the Presentation
 - Topical, simple-to-complex, etc.
- Organizational Outline
 - Beginning, middle, end
- Visual Aids
 - 1 Picture = 1kWord
 - KISS

Developing an Effective Style

- Strive for a Natural Style
 - Don't change your nature drastically
- Be Positive
 - Attitude reinforces purpose
- Be Flexible
 - Change delivery with audience and material
- Give Language Impact
 - Be brief, be clear (define new terms)
 - Use effective words (*le mot juste*)

Developing an Effective Style

- Confidence
 - Comes from knowledge, positive attitude for material and practice
- Practice the Delivery
 - Learn the introduction, conclusion and structure of talk
 - Practice under conditions of talk
 - Get feedback
 - Become audience conscious

Giving the Presentation

- Don't Waste Time on
 - Stories of little relevance
 - Acknowledgements
 - Jokes ("Danger Will Robinson!")
- Make Contact with Audience
 - Eye-contact
 - Don't turn your back on the audience
 - Be positive, smile
 - Get feedback

Giving the Presentation

- Start On Time, End On Time
 - Leave time for questions
- Know how to use the Equipment
 - Overhead projectors
 - Computer/slide projectors
 - Laser pointers
- Speak at a Conversational Rate
 - Don't rush (cut talk down)
 - Practice!

Giving the Presentation

- Avoid Word Crutches
 - Um, er, uh, you know, etc.
 - Practice!
- Handling Questions
 - Paraphrase question for audience
 - Be positive
 - Be truthful
 - If you don't know, don't fake it

Giving the Presentation

- Visuals
 - Relevant
 - No errors
 - Effective
- Don't try to present Every Detail
 - Practice and feedback
- Dress for Success
 - Audience/venue
- Practice, Practice, Practice

Remember you are there to communicate ideas to the audience. If the audience does not understand, then the presentation has wasted their time and yours.
