Prep for a presentation

Write out what you're going to say (your "screenplay")
>Use the "story" format:
>Write a story based on your research (the Big Idea of your talk)
>Outline a talk based on your story (Beginning, Middle, End)
>Write a screenplay based on your outline – create a linear narrative
>One method: Use SCORE – Situation, Complication, Resolution, Example
>*Make multiple drafts – no one gets it just right the first time*

Build your slide deck
>Make slides to go with your talk
>Use minimal text – use your voice to say things instead of writing them
>Use only one or two fonts you like throughout the whole presentation
>Make the font size large enough for people to read from back of room
>Use slides to:
>>emphasize your points
>>strengthen your arguments
>>add interest to the talk
>Say "Thank You!" on the last slide

Practice/rehearse your presentation
>Go over your lines 10 times
>>You don't have to memorize them, but be very familiar with them
>Make note cards if you'd like a reminder of what to say
>Practice speaking your lines
>>Not too loud or too soft
>>Enunciate your words clearly
>>Edit your lines as necessary to help improve your "screenplay"
>>Practice with others and ask for their feedback
>Time yourself – shorten or lengthen your talk as needed
>Practice looking up at the audience, not down at the floor or your notes
>>Eye contact gives you confidence
>>Eye contact helps the audience connect with you and your talk
>Practice your gestures, hand movements, not fidgeting
>Wear appropriate clothes for the presentation – dress up!
>Enjoy yourself – the audience is interested and they want you to succeed!