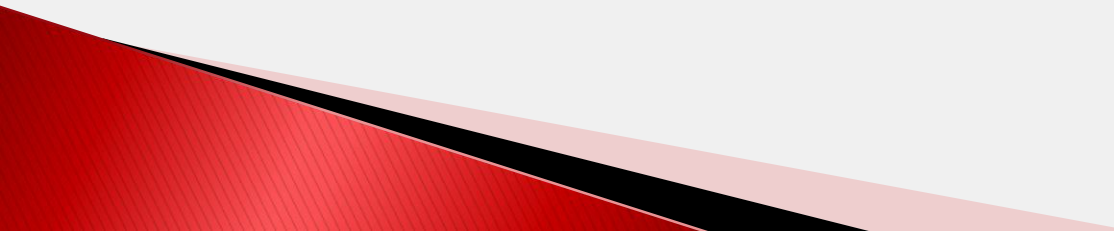


# Presentation Skills

Organization, Preparation, and Performance

# Openings

- ▶ Tell a personal story
  - ▶ The powerful quote
    - A relevant quote can be effective but the audience must know the author and recognize him/her as an authority in the area to get the full impact
  - ▶ Open with a question
    - What would you do if you had no money and your family was starving? Would robbery be justified?
- 

# Openings

- ▶ Open with an impact statement
  - There is a garbage patch the size of Texas floating in the middle of the Pacific Ocean. It is made up of plastic and debris that has been caught in currents in the ocean.
  
- ▶ \*Do not start with: “Hi, my name is Chuck Day and I did my Capstone Project on boatbuilding.”
  - Introduce yourself BEFORE your presentation. Shake hands and make eye contact!


# Organization

- ▶ Organizing a speech includes engaging openings, smooth transitions to tell the listener where you are and where you are going, and powerful endings.
- ▶ The Rule of 3
- ▶ Most common and basic:
  - Tell your audience what you're going to tell them, tell them, and then tell them what you told them.

# Capstone Organization

- ▶ Capstone offers you a loose format to organize your presentation:
  - Clear introduction
  - Include **mentor** information
  - Discuss how and why you **selected your topic**

# Capstone Organization...

- Describe your **learning stretch**
    - How was your project a challenge for you and “stretch” your skills and knowledge?
  - Describe what you did for your **fieldwork**
    - What insights did you gain?
    - What types of problems did you have to solve?
  - Explain your **research**
    - \*Incorporate each source where it best fits in the presentation (see next slide)
- 

# How to incorporate your research

## Fieldwork

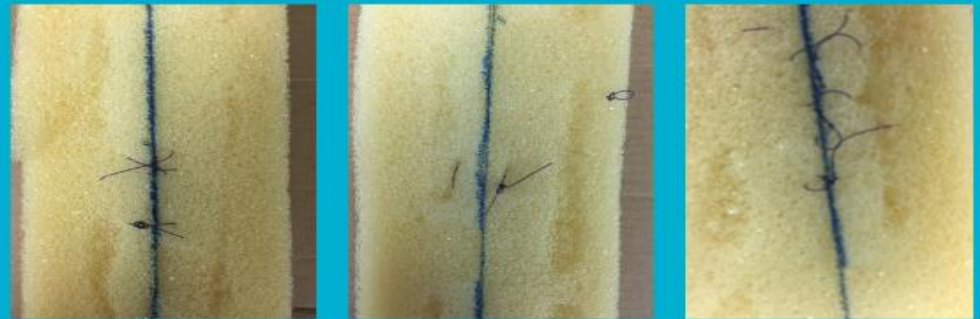
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### Choosing my Topic:

- Childhood dream

### Gained Experience:

- Safety precautions
- proper ways to hold them
- suturing
- surgical details
- way to diagnose an animal



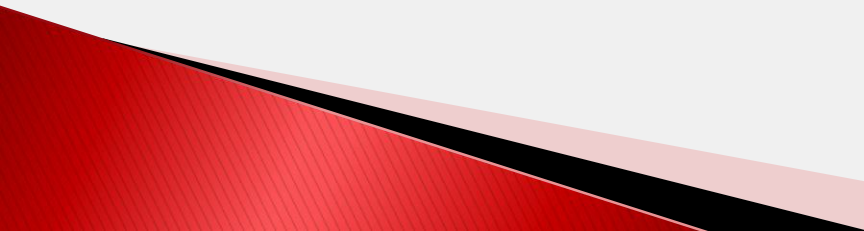
Source 1: "Suturing Techniques"

# Capstone Organization...

- Discuss your **growth as an individual** through the entire Capstone Project.
  - Use information from your Reflection Paper
- **Ending: Future implications:** Include information about how your Capstone Project did/might change your life and/or professional goals.
- ▶ \*Include audio/visual aids
- ▶ \*PP, Google Slides, or Prezi are excellent organizational tools and are highly recommended!



# Prepare, prepare, prepare

- ▶ It's all about preparation.
  - ▶ Preparation and practice will quiet your fears, give you confidence, and allow you to speak clearly and effectively.
    - Preparation and practice will also eliminate many of our annoying habits: “um,” shifting weight back and forth, touching the nose, twirling hair, tugging on the end of sleeves etc...
    - Hint: Memorize ideas, not words!
- 

# Performance

## ▶ Poise

- Appear calm and confident
- Avoid distracting behaviors

## ▶ Voice

- Speak every word clearly
- Use a volume level just right for the space/speak to the farthest person in the room

## ▶ Life

- Express passion and emotions with your voice

# Performance

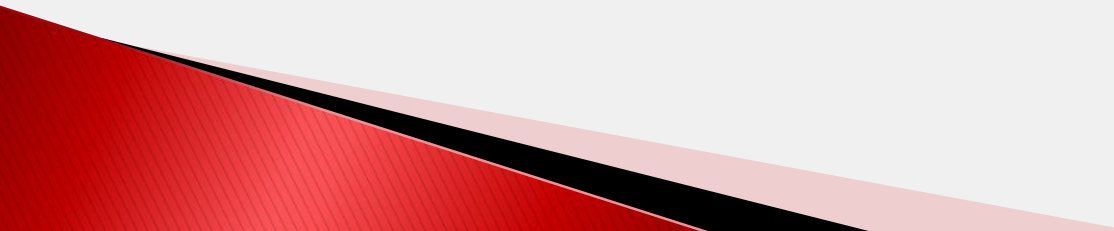
## ▶ **Eye Contact**

- Connect visually with the audience
- Familiarize don't memorize. Memorize ideas not words

## ▶ **Gestures**

- Use hand motions, move your body, have an expressive face

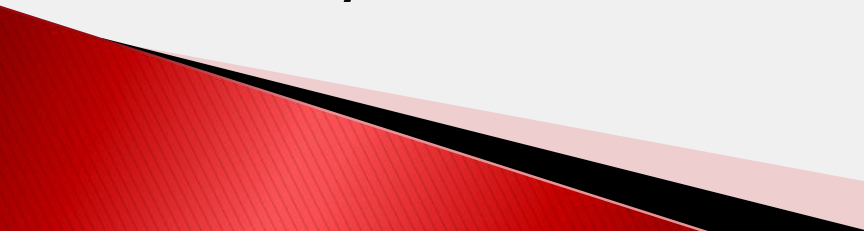
## ▶ **Speed**

- Talk with the appropriate speed: not too fast, not too slow
  - Use pauses for effect and emphasis
- 

# Tips for Becoming Poised

- ▶ **Visualize.** See yourself being successful. See the room, the audience and yourself giving a perfect performance.
- ▶ **Practice.** Repeat your performance over and over again. Practice in front of a mirror, your friends and family, and videotape yourself.
  - Do not practice until you get the speech right. Practice until you can't get the speech wrong!
- ▶ **Take 3 long, deep breaths** before you walk up to speak. Don't begin until you feel settled.

# Tips for Becoming Poised...

- ▶ **Acknowledge nervousness** by saying something like: “Please excuse me if my hands tremble. I don’t want it to get in the way of the important things I have to say today.” Audiences are on your side!
  - ▶ Get a drink and take **water** up with you.
  - ▶ **Count backward** from four very slowly five times before you begin, exhale as you say each number
  - ▶ Use **positive self-talk**: “I can do this!” “I am ready!”
- 

- ▶ “The best way to sound like you know what you are talking about is to know what you are talking about.”
  - Author Unknown