

Presentation Tips

Planning the Presentation

Public speaking or an oral presentation assesses your competency at communicating pertinent information efficiently in an engaging and motivating manner. Consider the following tips:

- Organize the presentation by developing an outline focusing on the primary research concepts and the product design and development.
- Outline the presentation's main points on notecards and practice referring to them only to maintain a logical sequence.
- Stand in front of a mirror and practice the presentation; time the presentation's length to ensure that you address all vital points.
- *Practice! Practice! Practice!* It is crucial to make regular eye contact with all judges and speak slowly and clearly.
- Study and memorize your talking points so you do not have to read the notecards.

Requirements: Present a 10-minute speech to engage a panel of judges and dress in appropriate business attire to emulate a real-world business meeting.

| Toastmasters Recommendations for Presentation | |
|---|--------------------------------------|
| Start with a Formula | Other Opening Techniques |
| 1. Tell them what you're going to tell them. | 1. State the importance of the topic |
| 2. Tell them. | 2. Startle the audience |
| 3. Tell them what you've told them. | 3. Arouse suspense/curiosity |
| Basic Speech Outline | 4. Tell a story |
| 1. The Introduction | 5. Ask a rhetorical question |
| 2. The Body | 6. Begin with a quotation |
| a. Main ideas or points | 7. Reference the occasion |
| b. Supporting Material | Successful Speech Conclusions |
| 3. The Conclusion | 1. Achieve closure |
| Begin in the Middle | 2. Summarize main points |
| 1. List key points | 3. Make an impact |
| 2. Arrange them in order | 4. Use only 5-10% of the speech time |
| 3. Expand those points | Some Closing Techniques |
| 4. Develop an introduction | 1. Use a quotation |
| 5. Develop a close | 2. Tell a story |
| Successful Speech Openings | 3. Call for action |
| 1. Get attention | 4. Ask a rhetorical question |
| 2. Introduce the topic | 5. Refer to the beginning |
| 3. Establish rapport | 6. Repeat main points |
| 4. Use only 5-10% of the speech time | |

Source: [Toastmasters International Better Speaker Series](#)