

Rules for Doing a Presentation

1. Your first slide should always be the title or subject of your presentation and your name.
2. Your Keynote should have the bare minimum of words on it.
3. Bullet points are best. Explain your bullet points/information in your own words, that makes the audience believe that you know what you're talking about.
4. You can use notes or note cards to help you, but **NEVER** read them word for word. That's just as bad as reading your Keynote word for word.
5. Face and talk to the audience not the teacher. Try to make eye contact at least once with everyone in the room.
6. If possible, include a picture on every slide and don't be afraid to move the information to different parts of the slide.
7. Quotes, graphs, maps etc are good to break up a long Keynote.
8. Your last slide should say "The End"
9. Always finish a Presentation with..."Are there any questions?"
10. The main thing to keep in mind is...If you've done your job, you know more about your subject than any other person in class. Teach your audience what you think is important and do it in a way that they could then have and intelligent conversation about your topic with somebody else.

Practice Presentation

1. Pick a topic that has nothing to do with school. Something you would like to talk about. That way it takes away the stress of learning about something new.
2. 1st slide will be your topic and name.
3. 3-5 slides of information
4. 2-3 bullet points per slide. No complete sentences.
5. Expand on what is listed on your slides.
6. It's okay to have just a picture, graph etc without bullet points as long as you talk about it.
7. Presentation should be about 2-3 minutes.
8. Last slide should say "The End"
9. Always finish a presentation by saying, "Are there any questions?"