

Presentation Information

INDIVIDUAL:

Appearance

1. Neat and dressed appropriately
2. Wear clothing that is suitable for the subject. IE: apron for food or craft, short sleeves
3. Enthusiastic
4. Upbeat
5. Excited about presentation and subject

Voice

1. Loud enough to be heard
2. Distinct, clear and easily understood
3. Talk direct to the audience in a clear, conversational tone (not too soft, not too loud)

Eye Contact

1. Good eye contact with the audience, look out into the room

Posture

1. Posture appropriate
2. Stand erect, do not lean
3. Avoid adjusting clothing, hair, etc.

Questions

1. Repeat question that was asked before answering by saying, "the questions was...."
2. If you are asked a question and you do not know the answer, after repeating the question, simply state that you are sorry but you do not know the answer to that question

PRESENTATION

Introduction

1. Should not include name, age, club name, etc. (Room hostess includes this information in the introduction of each presenter)
2. Capture the attention of the listeners. IE: a joke, a question, or tell a story
3. Motivate the listeners to listen to what you have to say. IE: Why is this important to you or to the audience, how does this benefit someone.

Main Points

1. Present the information in proper sequence to achieve final product
2. Explain what you are doing as you are performing each step

Grammar/Vocabulary

1. Avoid use of "um," "well," "you know," etc
2. Practice difficult works so you don't stumble over them

Charts/Models and other aids

1. Keep it simple, neat, concise, and clear
2. Use large letters and numbers
3. Illustrations can be used to help audience visualize what you are presenting
4. Charts can help you keep your thoughts in order. Refer to the chart if you are unsure what your next step is.

5. May refer to the chart during presentation for main points and summary
(If presenter does not use a chart and the presentation did not lack as a result, the presenter is given the points)

Equipment

Have appropriate equipment available and use it safely.

Equipment Organization

1. Use trays to group equipment and supplies. This also makes it easier to set up and clean up, as well as keeping your work area neat during the presentation.
2. Cover brand names of supplies and ingredients.
3. May label containers to help identify ingredients or supplies.

Technique

1. Tell what you are doing and why you are using a particular method. IE: liquid measuring cups for measuring liquid ingredients
2. Show skills in operating equipment
3. Show your product at different stages as needed. IE: can't wait for glue to dry, bring a dried project and proceed

Work Area

1. Use wax paper, freezer paper, or drop cloth to keep work area neat and clean
2. Tape a paper bag to edge of the table. It serves as a handy waste container.
3. Keep a hand towel, paper towels, or wet towel on trays if necessary.
4. Clear your work area and show final product before summarizing your presentation.

Summary

1. Highlight the main points of your presentation.
2. What should your audience remember from your presentation?
3. Provide the source of your information and be specific. Name of publication, website, etc.

SUBJECT

Source of Information

State as part of summary, the specific source of information for your presentation.

IE: name of book, name of internet site, cookbook, etc. Bring source if possible, such as a craft book or cookbook

Appropriate for Experience and Age

Do a presentation on a subject that is meaningful to you.

Note Cards

If needed, only state simple phrases, words you have trouble remembering, or points you want to be sure to include.

REMEMBER TO SMILE AND THANK YOUR AUDIENCE AT THE CONCLUSION OF YOUR PRESENTATION.