



## Ready, Set, Present

*Here are a few hints to help make your public presentation a great success . . .*

### How Should I Set Up My Work Area?

No matter what kind of presentation you are doing it is important that you arrange your area so your audience can see what you are doing at all times. A neat, clean work space will help you find your materials easier and reduce accidents. Setting up your materials in the order you will need them will help you to remember what comes next in your presentation.

### When Should I Use A Poster Or Chart?

Knowing when to use a poster or chart can be tricky. The main purpose of a poster or chart is to make it easier for your audience to understand your topic. A chart is used when a picture, such as a graph, best explains your topic. A poster is most useful when you want your audience to remember important facts or steps. Posters and charts should not be used to show the obvious.



### Helpful Hints For Making A Good Poster

- 1) Use dark letters on white or light-colored paper.
- 2) Make sure everything is large enough to see from the back row of a room.
- 3) Make your poster in pencil first, then trace over the letters with a dark marker.
- 4) Use a ruler to keep your letters straight.
- 5) Make your poster neat and easy to read.
- 6) Do not put too much information on one poster or chart.

### What About My Appearance?

Your appearance affects your audience's first impression. Make sure your first impression is a good one by keeping the following tips in mind:

- 1) Wear casual, neat clothes.
- 2) Wear clothes that are appropriate for the task. For example, don't wear a ball gown if you are demonstrating how to make spaghetti sauce.
- 3) Don't wear too much jewelry or makeup.
- 4) If your project is messy, wear something to protect your clothes.
- 5) Cleanliness is important. Make sure your clothes, hands, and nails are clean.
- 6) Stand straight. It gives people the impression you know your information.

### How Can I Control My Nervousness?

It may surprise you, but being nervous can help your presentation. You need to be a little nervous to be a good speaker. Good speakers control their nervous energy and use it to make their presentation sound more exciting. Here are some tips to keep your nerves under control.

- 1) Practice. It's your best weapon against being nervous. Try practicing out loud in front of a mirror so that you can see what your audience will be seeing.
- 2) Remember a good feeling before you speak. For example, think about when you first got your dog or when you succeeded in doing something you had worked hard on.
- 3) Avoid standing with your fists clenched or your knees locked because this will make you more tense.
- 4) Make sure your equipment is working and in a convenient spot before you start to speak. For example, if you need to use the blender at the beginning of your demonstration, make sure it is in a spot you can reach quickly and easily.

### Hints To Help You Control Nervousness

Even the best speakers get nervous. You will probably be most nervous just before your speech and during the introduction. If you remember that these will be the two most difficult times then you can relax once you begin your presentation. Remember that the audience is on your side. No one wants to see you do poorly, so remain calm and confident.

### What Makes A Good Presenter?

- 1) Practice.
- 2) Know your information well.
- 3) Show enthusiasm.
- 4) Use your voice to get your audience interested in your topic.
- 5) Do not look at your notes often.

### Before the Presentation

- 1) Practice as much as possible to work out the rough spots.
- 2) Be able to say all the main points without reading from your notes.
- 3) Know what the judges will be looking for. Get a copy of an evaluation form from your leader.
- 4) Make a list of all the equipment you will need and check it before you begin.

### During the Presentation

- 1) Speak in a loud, clear voice.
- 2) Use correct grammar.
- 3) Look at your audience while you speak.
- 4) Use natural hand and face expressions.
- 5) Do not let your movements become distracting.
- 6) Do not read your presentation to the audience.

Source: "Public Speaking Made Easy", Darlene Ortiz