

# *Powerful Presentations: 6 Steps to Success*

## **Teacher's Notes**

### **Step 6**

**Dear Teacher,**

The intention of these Teacher's Notes is simply to provide you with ideas we have found to work in the classroom when we use the book. For each page of Step 6, you will find:

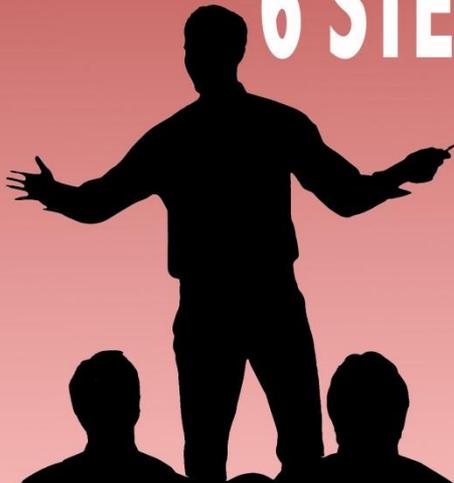
1. **Warm-up Question** – a simple question that gets the students thinking and, perhaps, talking.
2. **Pre-Teaching** – concepts students might need to understand before engaging the material
3. **Questions to Anticipate** – Questions from students we have encountered
4. **Talking Points** – This section is meant to provide useful language you can use if you find it useful and appropriate. It is phrased as “teacher talk”. If you don't find the style of the language useful, you might find the content useful.
5. **Communicative Activity** – This activity allows students to interact with one another using the concept(s) explored in that section.

Thank you,

Carl, Jenelle and Josiah

# POWERFUL PRESENTATIONS

## 6 STEPS TO SUCCESS



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Today we are going to begin Step 6.

You have almost everything you need to make a great presentation. Now it's time to add the final touches, to go

**From Uncertain to  
Unstoppable!**

## Warm Up Activity (Optional)

### Vocabulary Taboo

**Purpose:** Give students a chance to internalize vocabulary from Step 6 (and the previous steps) in a fun, communicative way.

**Description:** In pairs or small groups, a student must get the other student(s) to say the bold word, without using the words in italics.

**WORD CARDS ARE ON THE FOLLOWING PAGE**

<b>purpose</b> <i>inform</i> <i>inspire</i>	<b>message</b> <i>audience</i> <i>takeaway</i>	<b>takeaway</b> <i>message</i> <i>rhyme</i>	<b>inspire</b> <i>persuade</i> <i>inform</i>	<b>persuade</b> <i>mind</i> <i>inspire</i>
<b>hook</b> <i>first</i> <i>audience</i>	<b>punch</b> <i>last</i> <i>audience</i>	<b>conclusion</b> <b>clue</b> <i>last</i> <i>overall</i>	<b>slide</b> <b>transition</b> <i>between</i> <i>change</i>	<b>transition</b> <i>between</i> <i>change</i>
<b>plagiarism</b> <i>steal</i> <i>copy</i>	<b>anecdote</b> <i>story</i> <i>support</i>	<b>analogy</b> <i>compare</i> <i>between</i>	<b>support</b> <i>statistics</i> <i>expert</i>	<b>credit</b> <i>expert</i> <i>source</i>
<b>road map</b> <i>plan</i> <i>organize</i>	<b>passive</b> <i>active</i> <i>engaged</i>	<b>blank slide</b> <i>PowerPoint</i> <i>black</i>	<b>point</b> <i>body</i> <i>support</i>	<b>trend</b> <i>change</i> <i>modern</i>
<b>body language</b> <i>PEGS</i> <i>gesture</i>	<b>rhetorical</b> <b>questions</b> <i>answer</i> <i>ask</i>	<b>stage</b> <b>movement</b> <i>organize</i> <i>body</i>	<b>PEGS</b> <i>gesture</i> <i>eye contact</i>	<b>vocal variety</b> <i>speed</i> <i>pitch</i>
<b>mantra</b> <i>motto</i> <i>motivate</i>	<b>handout</b> <i>paper</i> <i>sheet</i>	<b>stage fright</b> <i>afraid</i> <i>nervous</i>	<b>key words</b> <i>vocabulary</i> <i>important</i>	<b>rush</b> <i>speed</i> <i>fast</i>

# STEP 6

## From Uncertain to Unstoppable



Many presenters worry that something will go wrong in their presentation. Unfortunately, sometimes things will go wrong. That's why it's important to know how to prepare. If you know how to prepare, you don't have to worry. In the last step, you learned to perform your presentation. Now you're ready to prepare for practical issues. In this step, you'll discover what to do when things go wrong. We'll also give you final tips to impress your audience.

**In this step, you will learn about:**

Overcoming Stage Fright

When You Forget

The Do's and Don'ts of Presentations



### Warm Up Question

Have you had something unexpected happen to you? What happened? What did you do?

### Pre-Teaching

Students need to be familiar with the following terms and concepts:

- go wrong (when something *goes wrong*)
- overcome
- recover

### Questions to Anticipate

- How can I know what will go wrong?

### Talking Points

You have prepared everything you need to make a powerful presentation. Only one thing remains: to actually give your presentation.

Do you remember the famous Nike motto that you see above the Nike “swoosh”? That’s right, “Just Do It!”. That’s great advice. Don’t hesitate, just give your presentation.

But there are a couple of things that EVERY presenter experiences that you need to be ready for:

1. Stage fright
2. Forgetting some part of your presentation
3. Panic (when your mind goes blank) (like an animal in your headlights)

In Step 6, we’re going to focus on these practical issues so you can minimize those “OMG” moments.

## Guiding Questions

- How do I get over stage fright?
- What are the Do's and Don'ts of presentations?
- What if something goes wrong with my visual aids?
- What do I do if I forget what to say?

### Key Terms

**Mantra** A "mantra" is a phrase you repeat to give you confidence. My favorite mantra is "Fake it until you make it."

**Handout** A "handout" is a paper with pictures and words that helps to explain what is being presented. In case your visuals don't work, be ready to pass out handouts to your audience.

**Stage Fright** "Stage fright" is feeling very nervous about speaking in front of an audience. With practice and patience, anyone can overcome stage fright.

**Key Words** "Key words" are words that express main ideas. They do not include small words such as "the" or "and." If you prepare notes for your presentation, write key words instead of sentences.

**Rush** To "rush" means to speak very quickly. When a presenter rushes through her presentation, the audience has a hard time understanding her.

Step 6: From Uncertain to Unstoppable

### Warm Up Question

When you have an important event (test, meeting etc), what do you do to make yourself stay calm?

### Pre-Teaching

Students need to be familiar with the following terms and concepts:

- fake (fake it)
- nervous

### Questions to Anticipate

- What is the difference between stage fright and just being nervous?
- How can I "fake it" in my presentation?

### Talking Points

Let's have a look at the Key Terms and make sure we all understand them.

Everyone take 60 seconds and read the terms and their definitions.

OK. Now close your books! And answer my questions.

1. What is a common reason why the audience has a hard time understanding the presenter?
2. What is a phrase that you can repeat to yourself to give you confidence?
3. What is the feeling you get just before you make a presentation?
4. What is something you can give to your audience?
5. When you prepare notes for your presentation, what should you write instead of sentences?

## Section 1 **Overcoming Stage Fright**



### Practice to Present

Have you heard the expression, "Practice makes perfect"? It's true. The best way to avoid and overcome stage fright is to practice. The more you give presentations, the easier it becomes. Furthermore, the more you practice your presentation, the less nervous you'll feel. Why? You'll know you've done everything you can to prepare. So if you're suffering from stage fright, remember: practice! Are you still feeling nervous? Don't worry! In this section, you'll learn some more ways to control your stage fright.



### Warm Up Question

How many times do you have to "meet" or "experience" a word before you really know (or internalize) it? (research suggests it's around 9 times).

### Pre-Teaching

Students need to be familiar with the following terms and concepts:

- suffer (from stage fright)
- control (manage)

### Questions to Anticipate

- When does stage fright stop?
- How much practice is enough?

### Talking Points

The formula for success is very simple. What is the answer to these three questions:

1. To beat the other team in a sport, what should your team do?
2. To improve your score on a video game, what should you do?
3. To learn to play a musical instrument, what do you have to do?
4. To give a powerful presentation, what must you do?

Right! P-R-A-C-T-I-C-E

### Hint

When you practice, DO NOT memorize your presentation! This might seem like a natural way to practice, but the result often sounds UN-natural.

Instead, only memorize your outline. This will maintain the flow of your presentation, but allow you to speak more naturally.

### Before Your Presentation

Stretch and Breathe	Avoid Caffeine	Arrive Early
Stretching and deep breathing relax you physically; they slow your heart rate and release nervous energy. When your body is relaxed, your mind relaxes as well.	Caffeine gives us energy. That's why people assume caffeine will make their presentation more energetic. However, your nervousness will already give you extra energy. Having caffeine will give you too much energy. This can make you feel even more nervous.	Give yourself extra time to travel to your presentation location. If you do, you won't have to worry about being late. Also, you can use your extra time to become familiar with your speaking area. Familiarity is comforting.

### Activity 6.01 Ways to Relax

Circle three things that help you to relax.

Listening to Music

Exercising

Deep Breathing

Dressing Up

Stretching

Writing in a Journal

Then add your own ideas:

### During Your Presentation

Fake It	Take Your Time	Focus on a Friend
<p>Make Eye Contact Stand Up Straight Speak Clearly</p> <p>These three things will communicate confidence to the audience. Looking confident is feeling confident!</p>	<p>When presenters speak quickly, they look nervous. To speak at the right speed, watch for audience reactions before moving on. Audience feedback is a good guide.</p>	<p>Your favorite audience member may be someone you know. It may be a stranger who smiles at you. Regardless, find someone who makes you feel confident. Look at him or her to boost your confidence.</p>

### Activity 6.02 Make Your Mantra

A mantra is a short phrase that is easy to repeat.

Write your own mantras.

Example:

1. I will accept the things I cannot change.

1.

2. I will persevere.

2.

3. I can do this.

3.

## Warm Up Question

What activities make you feel calm (feel better)?

## Pre-Teaching

Students need to be familiar with the following terms and concepts:

- stretch, breathe
- caffeine

## Questions to Anticipate

- How much time can I take if I forget what to say?
- What if I don't know anyone in the audience?

## Talking Points

Practice is IMPORTANT

Practice is NECESSARY

And yes, Practice makes PERFECT!

But you are still going to be a little nervous. Luckily, there a few things you can do before your presentation to feel less nervous. They are all designed to help you R-E-L-A-X. Let's look at the top of page 119 to see what they are.

Here are two possible cycles that can happen during a presentation:

1. You feel nervous >> you look nervous >> audience thinks you are nervous >> they lose confidence in you >> you become more nervous.
2. You feel nervous >> you FAKE it and show confidence >> audience thinks you are confident >> they have confidence in you >> you become less nervous and gain confidence.

Which do you like better? Remember you can FAKE IT UNTIL YOU MAKE IT!

## Section 1 Activity (Optional)

### Whose Life Is It

**Purpose:** To give students practice writing mantras

**Description:**

Students form groups. Groups of 5-10 work best. The activity could also be done as a whole class activity, if the class is less than 20 people.

On a small piece of paper, students anonymously write a mantra for their life. The group leader collects all of the mantras and reads them one by one to the group. The other students have to guess who wrote the mantra.

**Option 1:** After students write their mantras, one student can collect them and give one to each person in the group. Then, each person reads the mantra they have and the group guesses who wrote it.

**Option 2:** Divide the class into two teams. After each person writes their mantra, they are collected and read one by one to the other team who tries to guess the writer. The team with the most correct guesses is the winner.

## Section 2 When You Forget



### Fixing Mistakes

No one ever gives a perfect presentation. That's why you need to be ready to calmly deal with speaking troubles. These can take many forms. You might stumble over a word. You might even forget what to say next. That's okay! These troubles are common. Even the best presenters experience these difficulties. However, these presenters are the best because they don't panic. They stay calm and deal with these challenges. You will learn how to do this, too.



### Warm Up Question

When you are taking a test and forget something you've studied, what do you do?

### Pre-Teaching

Students need to be familiar with the following terms and concepts:

- stumble (over a word)
- deal with (handle)

### Questions to Anticipate

- If I skip a part of my presentation, should I go back if I remember it later?

### Talking Points

Look at the boy on page 120. Have you ever felt like that? When?

Mistakes are a part of life. Everyone makes mistakes, right? In the same way, forgetting what to say is a part of giving presentations. It happens to everyone at some point.

What usually happens when we forget something? Right, we PANIC! What happens when we panic? Right, we forget more! So we should try to stay calm.

What can you do when you forget? Look at the three things at the bottom of the page.

1. Repeat what you just said in a strong voice.
2. Keep eye contact
3. Move on to the next part

Hint – The audience doesn't know what comes next! So if you skip something, no one will know!!

### Preparing Notes

If you are still worried about forgetting your presentation, use notes. Using notes isn't always a bad thing. You just need to know how to use them well. The key to using notes well is to prepare. There are three parts to preparing good notes:

Use Key Words Only

Write in Large Letters

One Idea Per Card

#### EXAMPLE

##### Script

There are many reasons why alcohol should be illegal. First, a lot of people are irresponsible with alcohol; they drink too much and drive while drunk. Imagine that 20 people have died in a car accident. Car accidents happen for a variety of reasons, but six of those would have died because of drunk driving. That's right: 30% of all deaths related to car accidents are caused by drunk driving. Another reason why alcohol should be illegal is because alcohol is bad for your health. Alcohol can of course lead to alcoholism, but it can also cause problems such as heart attacks and cancer.

Note Card 1:

*Irresponsible*  
*Drunk Driving*  
*30% of Car Deaths*

Note Card 2:

*Bad for Health*  
*Alcoholism,*  
*Heart Attack, Cancer*

### Activity 6.03 Preparing Good Notes

Read your introduction and body 1. Then write notes for these two sections of your presentation.

Introduction:

Body:

Step 6: From Uncertain to Unstoppable

### Warm Up Question

How do you remember things when you study for a test? Do you have any strategies for remembering information? (mnemonics, touring your house (see Section 2 Optional Activity) etc)

### Pre-Teaching

Students need to be familiar with the following terms and concepts:

- irresponsible

### Questions to Anticipate

- Where do I keep my notes? (see "Hints" page at the end of this Step)
- How do I look at my notes without looking like I'm reading them?

### Talking Points

When we talked about "Stage Fright" do you remember the hint? Right, "Memorize your outline, NOT your entire presentation". This will help you remember the flow of your presentation.

You can also use note cards. This is especially useful when you give a presentation for the first time.

Note cards are like "mini outlines" for each section of your presentation. Basically, for each section, you just need to write key (important) words down on your cards. Then you can look at the cards if you forget what comes next.

Let's look at the example on page 121 to see how to do it.

Now look at Activity 6.03 and you try notes for your introduction.

### Check Your Tech

Usually, presenters have trouble with visual aids because they don't prepare enough. You can easily avoid being one of those presenters. One source of trouble can be technological difficulties. They can be hard to solve during your presentation. However, it is easy to prevent them.



#### Call ahead

This allows you to decide what type of visual to prepare and what equipment to bring.



#### Arrive early

Arrive one hour before your presentation. This gives you time to test your visuals and practice your presentation.



#### Be prepared to present without visuals

Occasionally, computers or projectors simply won't work. In case this happens, print a handout version of your slides to refer to.



#### Use a presentation clicker

Bring a clicker to control your presentation. This allows you to move naturally during the presentation without needing to be next to the computer.



#### Save your visuals to a USB

When you save your presentation file, remember to save it in multiple formats. For example, if you made a PowerPoint, save it as a ".pptx," a ".pot," and a ".pdf".



### Warm Up Question

What are some effects of doing things in a rush? (forget something important, make silly/stupid mistakes, etc). How could you avoid those things?

### Pre-Teaching

Students need to be familiar with the following terms and concepts:

- technological difficulties
- presentation clicker
- projector

### Questions to Anticipate

- What if I don't know anything about tech?

### Talking Points

How would you complete this sentence:

Technology makes \_\_\_\_\_.

- my life easier.
- presentations much better.
- me crazy!

If you are like most people, the answer is A, B and C.

Technology can definitely make your presentation better. But sometimes (or often) technology doesn't work like you want it to. So you need to make sure that everything is working properly and that you have a backup plan (Plan B).

Look at the five ideas on page 122.

When we work with technology it is good to remember **Murphy's Law: Anything that can go wrong, will go wrong.**

## Section 2 Activity (Optional)

### Memory House

**Purpose:** The purpose of this activity is to provide students with a mental exercise that will make remembering their presentation easier.

**Description:** This is a visualization memory technique. Tell students to close their eyes and to imagine standing outside the front door of their home. Tell students to open the door, walk inside, and then to walk into whichever room is nearest to the front door; it could be the living room, kitchen, a bedroom, a bathroom, or something else. Students should look around this first room, noticing colors and objects, and then walk to the room nearest the first room. Student should look around this second room, again noticing colors and objects, and then walk to the room nearest the second room. Continue the activity until students have visited a total of five rooms in their home.

After students have visited five rooms, ask students to open their eyes. Tell them that, for each room they visited, they should associate one part of their presentation. The first room now represents their introduction, the second room now represents their first point, and so on. The fifth and final room represents their conclusion.

## Section 2 Activity CON'T

Ask students to close their eyes once again, but this time, students will imagine walking through their home on their own and at their own pace. As students imagine walking through their home, they should think of each part of their presentation to help solidify the connection between rooms and presentation parts. Let students know that they have five minutes to visualize on their own before beginning the next activity.

**For Lower Level Students:** Instead of visualizing independently at the end of the activity, ask students to draw the floor plan of their home and to label each room 1, 2, 3, 4, and 5 (according to the order in which they visited rooms). Ask students to label room 1 as “Introduction,” room 2 as “Point 1: \_\_\_\_\_,” and so on. Students should also write a few lines or key points from each part of their presentation in the corresponding room, such as the hook for the introduction, facts and statistics for the points, and/or the punch for the conclusion.

## Section 3 Do's and Don'ts



### Do

#### Test your technology ahead of time at your presentation location

It is easier to solve problems ahead of time rather than in front of your audience.

#### Practice your presentation aloud while standing and using visual aids

There is no substitute for practicing your presentation the way you'll give it.

#### Repeat your takeaway

Help your audience to remember your takeaway so that they remember your message.

#### Time your speaking to match slide changes and visual aids transitions

This shows your audience that you are prepared, knowledgeable, and professional.

#### Early in your presentation, tell your audience how they will benefit

Your audience will pay attention once they know how your presentation will help them.

#### Give specific supporting details

General explanations are boring for the audience and easy to forget.

#### Use natural body language

Balance planning your body language with your own natural movement.

#### Breathe

There's no need for you to rush. Take your time and relax.

#### Show energy and enthusiasm

If you don't seem interested in your presentation, then your audience won't be, either.

#### Give your audience time to think and react to what you say

Your audience only hears your presentation once. They need time to think about it.

### Talking Points

You are almost as prepared as you can be. Let's end our in-class preparation by looking at some DO's and DON'Ts. Some of these we have looked at before, but some are new.

Let's take a look at the DOs first.

#### FAQs:

- How do I show enthusiasm? (smile, use vocal variety, move to the front of the stage to show your passion)
- How much time do I give my audience to think? (generally 3-5 seconds)

**NOTE: The Optional Activity for this section (after the "Don't" page) is particularly fun and useful.**



## Don't

### Introduce yourself before hooking your audience

Get your audience's attention so that they remember and want to listen to you.

### Fidget

Constant, meaningless movement is distracting and makes you seem nervous.

### Apologize for feeling nervous or making mistakes

If you point out a mistake, everyone will know about it. If you don't, they won't!

### Overwhelm your audience with too much information

Limit your presentation to three main ideas that all support your message.

### Stand in front of your visuals

Your visuals are there to help the audience. Make sure they can see them.

### Create slides that copy what you're saying

Your slides should support or clarify your words. They should never be the same.

### Turn away from the audience to read your slides

Eye contact shows confidence, and your audience can read the slides themselves.

### Start sentences by saying, "And," or "So"

This will make you sound less prepared and unprofessional!

### Rush

Speaking quickly is uncomfortable for you and your audience. Slow down.

### Go over time

Going over time communicates a lack of preparation and professionalism.

## Talking Points

Now let's look at the DON'Ts.

Can you identify which ones we have seen before and which ones are new?

Remembering all of the DOs and DON'Ts might be too difficult at first. So it is probably a good idea to choose the ones you think are most important. Then you can work on those first and include the other ones in your next presentation.

**NOTE: The Optional Activity for this section (following this page) is particularly fun and useful.**

## **Section 3 Activity (Optional)**

### **Chinese Whispers**

**Purpose:** To help students understand and internalize the DOs and DON'Ts in Section 3.

#### **Preparation:**

**Option 1** – Teacher copies the DOs and DON'Ts pages and cuts them into strips (one DO or DON'T on each strip). Each team gets one set of each. The first student on each team randomly chooses from their set.

**Option 2** – The first student on each team randomly chooses the DOs and DON'Ts.

**Description:** Students should get into teams of 4 to 10 (ideally 6-8). Each team stands in a line (front to back rather than side by side). The first student chooses a DO or DON'T and whispers it to the second person in their line. The second person then whispers to the third person and this continues to the last person on their team. The last person then writes down each DO and DON'T in the appropriate column (See next page). The team that whispers all the DOs and DON'Ts and puts them into the right column the fastest is the winner.

**Optional** – After writing what they hear in the correct column, last student on each team can come to the front to start the next whisper.

**DO's**

**DON'Ts**

## Section 4 Step Summary

Congratulations! You are ready to give your presentation! You should feel proud of preparing a powerful presentation. Furthermore, your ability to overcome stage fright, recover from problems, and deal with technology will make your presentation enjoyable. Because of your hard work, you won't need luck. But still, "Good luck!"

### Author's Model

#### My Relaxation Plan

Before my presentation starts, I will do three things to relax. I will...

1. Stretch for 10 minutes
2. Breathe deeply for 5 minutes
3. Visualize myself successfully giving my presentation

When I start to get nervous, I will repeat my mantra. My mantra is...

I can do this. I will do this!

#### My Presentation Notes

##### Notecard 1

###### Introduction – Hook

Sarah's Heart Attack  
How could this have happened?

1. Health
2. Work

##### Notecard 2

###### Introduction – Message

When you eat healthily, you  
empower yourself professionally.

### Talking Points

In Section 2 of this step we talked about using note cards as a way to help you remember the content of each section.

In this section (Step Summary) you can see how the author made notes for the Author's Model presentation. You can see that the notes follow the KISS principle (Keep It Short and Simple).

You can also look go back to Section 4 of Step 4 and compare the notes to the text of the presentation.

### Author's Model (Continued)

#### Notecard 3

##### Body 1

Increase Energy / Productivity

1. Your body is a machine
2. Fruits and vegetables 4-5X per week = 20% more productive

#### Notecard 4

##### Transition

If you want to be the person who impresses, then you need to hear the next truth.

#### Notecard 5

##### Body 2

Improve Concentration / Job Performance

1. My Internship
2. Eating healthily all day = 25% more likely to have better job performance

#### Notecard 6

##### Transition

You want to be ready. How? Just listen to my next ideas.

#### Notecard 7

##### Body 3

Better Mood / Relationships

1. Brains are operating centers
2. Who are your favorite co-workers?

#### Notecard 8

##### Transition

In conclusion people like my friend Sara wait to eat healthily until it's too late. Don't wait!

#### Notecard 9

##### Conclusion - Summary

1. ↑ Energy = ↑ Productivity
2. ↑ Concentration = ↑ Productivity
3. ↑ Mood = ↑ Relationships

#### Notecard 10

##### Conclusion - Takeaway

With a healthy diet, you can eat your way to the top!



### Talking Points

On this page we continue the notes. We've also included notes for transitions.

Transitions are really important to go from one part of your presentation to the next. See if you can make smooth transitions like the author does here.

**GOOD LUCK!!!**

## Section 4 Activity (Optional)

### Be Nice. Give Advice

**Purpose:** The purpose of this activity is to combat stage fright by giving students encouragement before they give their presentations in front of the class.

**Description:** This is a collaborative activity. Give each student a single piece of clean, white paper. Ask students to write two things in the center of their paper: their name and a goal or concern that they have regarding their presentation. Next, ask students to pass their papers around the room in a circle. When students receive a new paper, they should write either advice or encouragement responding to the stated goal or concern. After students have written advice and encouragement on every other student's paper, students may retrieve their original paper, read the advice and encouragement they received, and take the paper home with them to help them have more confidence.

Continued on next page .....

## Section 4 Activity CON'T

**For Lower Level Students:** Provide students with sentence stems to help them express their concerns, goals, advice, and encouragement. Below are some sentence stems you can share with your students:

### *Concerns*

I am worried about...

I feel nervous because...

### *Goals*

My goal is...

I hope to...

### *Advice*

Why don't you...?

Maybe you can...

### *Encouragement*

You can do it because...

I believe in you because...

## Review Game

Here's how to play: Get in a group. The first player spins two coins.



Move forward one space.

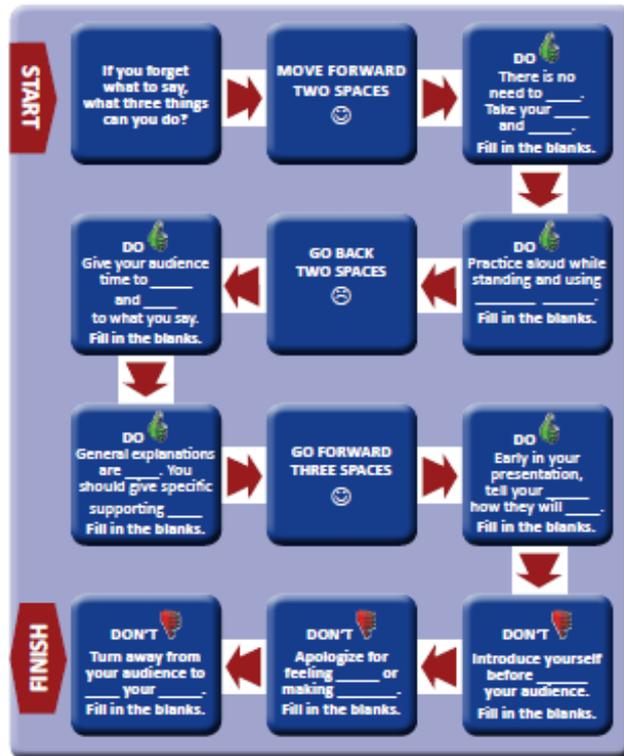


Move forward two spaces.



Move forward three spaces.

Follow the instructions in each space. The first person to the FINISH is the winner. Important Rule: When it is your turn, do not look back at Step 6.



Step 6: From Uncertain to Unstoppable

OK. Let's see what we've learned during this Step!

Get into groups of 3 or 4 and play the Review Game.

## Helpful Expressions

### Section 1: Overcoming Stage Fright

Phrases to use when you arrive early for a presentation:

1. I'm presenting about \_\_\_\_\_ at (time) today. Could you show me where I'll be presenting?  
*I'm presenting about developing leadership at 3:00 today. Could you show me where I'll be presenting?*
2. When can I set up the room for my presentation?  
*I'd like to test my technology and make sure that my visual aids work properly. When can I set up the room for my presentation?*
3. Is there a private place where I can prepare?  
*I'd love to practice my presentation again before I present. Is there a private place where I can prepare?*

### Section 2: When You Forget

Expressions for calling ahead to prevent problems with technology:

1. Should I bring my own computer and connector cable, or will that be provided for me?  
*I'm traveling from far away and only want to bring equipment that is absolutely necessary. Should I bring my own computer and connector cable, or will that be provided for me?*
2. What presentation programs do you have on your computers?  
*I'm wondering what kind of presentation I should prepare. What presentation programs do you have on your computers?*
3. Will I be able to play audio and video files? If so, with what programs?  
*I hope to show some videos during my presentation. Will I be able to play audio and video files? If so, with what programs?*
4. Do you have wifi?  
*Do you have wifi? I will need Internet access for my presentation.*

### Section 3: Do's and Don'ts

Phrases to tell your audience how they'll benefit:

1. If you \_\_\_\_\_, then you'll be able to...  
*If you take a 10-minute break from studying once every two hours, then you'll be able to lower your stress and improve your concentration.*
2. All it takes to achieve \_\_\_\_\_ is to...  
*All it takes to achieve your dream is to think positively and never give up.*
3. By (verb)ing \_\_\_\_\_, you can...  
*By helping others, you can make friends and feel good about yourself.*

Here are some **Helpful Expressions** that you can use in your presentation.

You can use them now or come back later and use them.

## Hints for Greater Success

### Section 1: Overcoming Stage Fright

Try these tips to handle the symptoms of stage fright.

Common symptoms of stage fright include sweating, shaking, and dry mouth. If you experience these symptoms, don't worry. You can handle them!

1. Sweating

*Wear dark-colored clothing that won't show sweat stains easily. Also, wear an undershirt.*

2. Shaking

*Keep your hands to your sides; people won't be able to see your hands shaking in this position. Avoid holding a shaking hand out in front of you.*

3. Dry mouth

*Chew gum before your presentation. Just remember to take it out before you go in front of your audience.*

### Section 2: When You Forget

**Number your note cards and hold them at chest height.**

If you make notes, be sure to number them. That way, if your cards get out of order, you can easily put them back in the correct order. Also, remember to hold them at chest height and away from your body so that you only need to look down with your eyes, not your whole head.

### Section 3: Do's and Don'ts

**Give your audience opportunities to laugh.**

In a presentation with strong humor, the audience is given several opportunities to laugh. Humor can come from commenting on a shared experience, pointing out your own flaws, or the rule of three.

#### EXAMPLES OF HUMOR

**Commenting on Shared Experience**

If you've ever had a friend who talks a lot, then you know that the best way to quiet them is to treat them like a child—give them lots of snacks and play their favorite songs.

**Pointing Out Your Own Flaws**

*I'm not saying I'm fat, but I'm no stranger to a chocolate bar.*

**The Rule of Three**

Everyone knows that the key to losing weight is to exercise, eat right, and listen to "Eye of the Tiger" before working out.

Here are some useful **HINTS** to keep in mind as you prepare for your presentation.