

## Lesson 4. Preparing for Oral Presentations

### Job Aid: Presentation Activity Worksheet

#### Plan the Presentation:

Presentation topic:

Occasion/event and goal:

Audience (size, makeup, characteristics):

How will the characteristics or needs of your audience impact the content of your presentation?

How will the characteristics or needs of your audience impact your delivery?

Logistics:

- Room size
- Available equipment
- Other speakers
- Time constraints

#### Develop the Presentation:

Type of presentation:

- Informational
- Motivational
- Combination

Outline the presentation, including key points for the introduction, key messages, and sequence of ideas.

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### Job Aid: Presentation Activity Worksheet (Continued)

#### Develop the Presentation (Continued):

What information, research, or experts are needed to support your message?

#### Write the Presentation:

Develop the introduction, discussion, and conclusion.

#### Get Ready To Deliver the Presentation:

- Practice delivering the presentation aloud, using a mirror if possible.
- Record your practice sessions, critically review your performance, and identify needed improvements.
- Use personal strategies to control your nerves, as needed.
- Continue practicing!

#### Deliver Your Presentation:

Ask a friend or colleague to observe your presentation and provide feedback using the provided checklist.

#### Identify Strategies for Improving Your Presentation Skills:

After your presentation, review the observer's feedback and summarize below:

##### Strengths:

##### Areas for Improvement:

##### Strategies for Improving Presentation Skills:

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### Job Aid: Observer Checklist

	Excellent	Satisfactory	Needs Improvement
<b>Nonverbal Communication</b>			
Eye contact with audience			
Body language—posture			
Facial expression			
Natural, spontaneous gestures			
Body control (no fidgeting, unconscious mannerisms)			
Body language reinforces the message (no mixed messages)			
Suggestions:			
<b>Use of Voice</b>			
Vocal intonation (pitch, tone, inflection)			
Volume, projection			
Rhythm, timing (e.g., effective use of pace, silence, pauses)			
Avoids fillers (er, um, like)			
Suggestions:			
<b>Engaging the Audience</b>			
Response to audience's nonverbal cues			
Appropriate use of:			
• Paraphrasing			
• Open-ended questions			
• Response to questions (not defensive)			
• Positioning, movement (e.g., doesn't stay behind podium)			
Suggestions:			
<b>Delivery</b>			
Clear and concise language and enunciation			
Enthusiasm			
Use of techniques to engage the audience			
Suggestions:			