



Guidelines for Organizing Group Presentations

Guidelines for Organizing a Group Presentation

- Consider how to best organize the presentation
- Decide what topic each member will cover
- Develop a strong body with main points
- Develop a solid introduction and conclusion
- Include transitions

Guidelines for Preparing the Introduction

- Grab your audience's attention -Questions, Quotations, Startling Statements
- Preview participants
- Preview the main points and concepts

Guidelines for Transitions

- Alert the audience that a new point will be made
- Use full sentences, phrases, or single words -"Next," "Finally," "Similarly"

Guidelines for Preparing the Conclusion

- Signal conclusion by using a statement or phrase
 - "Finally," "As I bring to a close," "In conclusion"
- Review main points
- Tie back to the introduction -Reiterate your concept
- Tie back to the introduction -Reiterate your concept
 - End with a question, quote, or startling statement
- Open for questions

Beebe, S. A, & Mottet, T. P. (2010). Business and professional communication: Principles and skills for leadership (pp. 140). Boston, MA: Allyn & Bacon.

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