



Group Presentation Delivery Tips

Verbal

- Don't speak too quickly or too slowly
- Speak a little louder than a normal conversation in order for the entire class to hear you clearly
- Vary pitch to avoid sounding monotone
- Sound interested in your own presentation; if you are not, your audience will not be
- Avoid using distracting speech:
 - "Um," "Like," "You know"
 - Slang terms
 - Technical terms – if people don't understand you they are not going to pay attention

Nonverbal

Eye Contact

- It is important to scan the entire room and make eye contact with individuals throughout the presentation
- If you have notecards, don't look at them too much
- Don't stare at the ceiling or the floor

Facial Expressions

- Always smile! This helps build a relationship with your audience
- Avoid distracting facial movements: rolling your eyes, biting your lip, nodding your head

Body

- Dress professionally
- Use gestures appropriately to get your point across
- Move around the room
- Display good posture
- Avoid distracting behaviors:
 - Playing with objects (notecards, hair, etc.)
 - Standing in one place the entire time
 - Using gestures excessively
 - Closed body posture (arms or legs crossed)
 - Separating yourself from the audience (standing behind a podium or desk)

The Group Itself

Practice ahead of time

- Know when and for how long everyone should speak
- Know where everyone will stand
- Decide positions for people after they speak (sit down, stand together, to the side, etc.)
- Know exactly what presentation aids will be used
- Make sure you know how to operate any equipment you will be using (PowerPoint, overhead projector, DVD, etc.)
- Make sure everyone has an equal part and everyone speaks for relatively the same amount of time

Organizing the Group

- Choose the person with the strongest presentation skills and credibility for the opening
- Put the weaker presenters in the middle of the presentation
- Select a strong speaker to conclude the presentation
- Assign someone to handle the presentation aids (audio/video/visual)
- Assign someone to manage the Q&A session