

BIG presentation worksheet

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This worksheet is designed to help you plan an effective oral presentation and is based on a workshop that Linda Pogue developed for the Broader Impacts Group

Orient yourself:

1. **What** is your presentation for?
2. **Who** is your audience (and how large)?
3. **Where** and **when** would the presentation take place? How would the room be set up? How long would the presentation be?
4. **Why** are you presenting? What should the audience feel, do, or know as a result?
5. Who or what would precede and follow you?
6. What realistic outcomes are you expecting? *(examples: securing funding, finding collaborators, showcasing your work, changing behavior)*
7. What does the audience need to know to produce the outcomes you are looking for? *Think about where you're starting and what your goal for the audience is. Your presentation is the bridge to the goal.*
8. What resistance or issues might arise from the audience? How will you address them?

Structure:

9. To begin, how will you get the audience's attention? *Examples include an anecdote, or a striking image/statement. You want the audience to want to stay for the rest of your talk.*
10. What is the motivation and main message of your talk? *When introducing,*

focus on the motivation, a need that your research addresses. Then say your main message, the most important point for the audience to understand. Be bold and state your results in the beginning so that the audience is not guessing all the way through. You want them to be following along with you.

11. Here, you can make a preview slide for the rest of your presentation. What would be on it?

12. What specific points support your main message? *This is the content of your research. If you break points into sub-points, try not to address more than one sub-point per slide. Make sure you have transitions.*

13. Recap your points. *Once you have supported your main message with enough evidence, you can review them before moving to the conclusion.*

14. How would you connect to your first hook? *For the conclusion it is helpful to return to the attention getter to signal to the audience that the talk is coming to a close.*

Extras:

What are your strengths as a presenter?

What areas or behaviors could you strengthen to help you to be even more effective?

How do you define an excellent presenter-- characteristics, behaviors, etc?

When preparing, think about adding "so what" or "so why" to the beginning of each sentence.

For your presentation, develop the ideas you want to present before you develop the powerpoint slides to go along with them. These slides should illuminate what you are saying to the audience, rather than being notes for you.

Try giving your presentation without slides. This will build your confidence and prepare you for the possibility of technological breakdown.

Dare to be different and break the norm of boring scientific presentations.

Don't say um, instead just think in silence to find the best words. "Um" doesn't buy you time because the audience will notice you saying "um" before they would have noticed you silently choosing the best word.

Memorize your outline but not your wording. Remembering a "script" puts you at risk of getting lost if you are interrupted or forget a sentence.

When answering questions, remember to listen carefully to the question and think over your answer before you speak.

Now go out and give a great presentation!