Presentation Basics--Content

- Identify the outcomes desired from the lesson.
- Provide students with a roadmap so they know where you’re going. (“Are you with me?”)
- Streamline information into bite-sized, easy to digest pieces.
- Be able to explain technical details in a non-technical way.
- Define terminology.
- Use examples to convey difficult concepts.
- Use comparisons and analogies.
- Use stories to reinforce retention of the information.
- Communicate the concrete value of the material.
Presentation Style Analysis: A CHECKLIST

Style Factors

___Direct and sweeping eye contact
___Appropriateness and variety of non-verbal gestures (note any distracting gestures)
___Enthusiasm (manner and expressiveness)
___Poise (confidence and self-control)
___Speech speed & pauses
___Voice quality (volume, inflection, modulation, clarity)
___Spontaneity (easy mobility, flexibility, absence of dependence on notes)
___Rapport with group (interaction, effort to involve audience)
___Pacing of information delivery
___Use of audiovisual aids, blackboard, instructional media

Content Factors

*Organization and Clarity (The Onion Model—outer layers to inner core)
  ___Introductory remarks
  ___Use of organizational phrases to connect, guide, highlight and warn
  ___Major points emphasized
  ___Mini-summaries provided
  ___Use of transitions to exit and enter each slide
  ___Repetition (redundancy) of points, definitions, vocabulary
  ___Use of examples, analogies, models
  ___Concluding remarks

*Interaction with Group
  ___Monitor audience receptiveness
  ___Vary levels of questions asked
  ___Reinforce audience/student responses
  ___Accept or invite criticism/Accept or invite questions
  ___Seek feedback on instruction/presentation

*Conceptual Framework
  ___Organize material conceptually
  ___Indicate connections with other fields, work and applications
  ___Explore implications of theories