Tips for Presentations

♦ Remember to use all three parts of a presentation
   ◇ Introduction – 10% of what you say
   ◇ Body – 80% of what you say
   ◇ Conclusion – 10% of what you say

♦ Speech Construction
   ◇ It’s often easier to start working on the body and then work on the introduction and conclusion last.
   ◇ Use ordinary words that people are used to hearing.
   ◇ Explain any acronyms or unfamiliar terms.
   ◇ Avoid long complicated sentences.

♦ Have ingredients pre-measured for demonstrations.

♦ When using notes:
   ◇ Use one side of the note card
   ◇ Number the cards
   ◇ Use separate cards for the introduction and conclusion
   ◇ Try to write only key words or ideas instead of complete sentence.
   ◇ Don’t read the notes

♦ Visual Aids
   ◇ Should enhance what you are saying
   ◇ Make them as easy to see for the audience as possible
   ◇ Make a “Things to Take List” to avoid forgetting anything
   ◇ Use mirrors to improve table top views

♦ Questions
   ◇ Always ask for questions
   ◇ Repeat question prior to answering it
   ◇ Add a courteous ending. For example, “Thank you” or “Excellent Question”.

♦ Practice your speech or demonstration several times, not at the “last minute”.

♦ Posters
   ◇ Use neat, easy-to-read lettering that can be seen from a distance.
   ◇ Don’t use ALL CAPITAL LETTERS. They are harder to read.
   ◇ Choose poster and ink colors that provide good contrast. For example, black and white or blue and white.
   ◇ Don’t put too many ideas on the same poster.
   ◇ Be sure to include the following sections: Title, Name, Supplies/Ingredients, and Step-by-Step Instructions

♦ Be confident! You are the expert on your topic!

♦ Have Fun!