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!