Presentation Tips

<table>
<thead>
<tr>
<th>What goes wrong</th>
<th>How to prepare for this</th>
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<tbody>
<tr>
<td>- shaking hands</td>
<td>- put notes on stiff cards or hold papers on podium, clipboard or notebook</td>
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<tr>
<td>- shaky voice</td>
<td>- begin with deep breathing exercises*</td>
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<tr>
<td>- dry mouth</td>
<td>- have water handy, take time to drink it, or put tiny breath mint in mouth (no gum!)</td>
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<tr>
<td>- too quiet</td>
<td>- practice projecting voice*</td>
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<tr>
<td>- too fast</td>
<td>- practice different rates *</td>
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<tr>
<td>- too boring (monotone)</td>
<td>- practice voice modulation*, be interested, check eyes of listeners to make sure they are interested &amp; understand, ask listeners Qs if necess.</td>
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<tr>
<td>- too fidgety</td>
<td>- practice making small steps &amp; gestures in limits of presentation space</td>
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<tr>
<td>- no eye contact</td>
<td>- practice reading point form notes, looking up, finding place on paper again, etc.</td>
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SELF-EVALUATION OF PRESENTATION:
(put these notes on chalkboard, read out point by point, or copy to give to students)

NAME: __________________________ PARTNERS: __________________________

PRESENTATION TOPIC: __________________________

A) 3 THINGS I THINK I DID WELL ARE: __________________________

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

B) 3 THINGS I THINK MY TEAM-MATES DID WELL ARE: __________________________

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

C) 3 THINGS I COULD HAVE DONE DIFFERENTLY ARE: __________________________

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

D) WHAT I LEARNED FROM DOING THIS IS: __________________________

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

E) OVERALL, I THINK OUR GRADES SHOULD BE:

   ME: __________________________  TEAM: __________________________
   BECAUSE: __________________________  BECAUSE: __________________________
   __________________________________________________________