

## HOW TO PREPARE ORAL PRESENTATION NOTES

You can use the following handout as an example of how to format good speaking notes. **DO NOT WRITE FULL SENTENCES IN YOUR NOTES.** If you have full sentences, you may be very tempted to **READ** the notes instead of *telling* the audience the information. Reading an oral presentation sounds robotic and will bore your audience. Good presentation notes are written in short phrases and key words. They are arranged in a way that helps you remember the main ideas and details.

### INTRODUCTION:

*Hook* the audience with a question or shocking fact

Give your *thesis*:

- Go over the main points to come
  - Example: According to The Book of Lists, what is the greatest human fear in North America? (**hook**)
  - Speaking before a group!

Some anxiety is good because . . . But too much anxiety causes problems . . .

To control anxiety and give a good talk, do 2 things (**thesis**)

Prepare your material

Practice your delivery

- This presentation....= Prepare your materials (**outline of presentation**)
  - Select a topic
  - Determine purpose
  - Analyze audience

### BODY OF PRESENTATION:

#### Prepare your Material:

- Select a topic and a clear purpose - Here's how . . .
- Brainstorm a list of topics that you know and care about.
- Choose a topic from the list. If topic is too broad, narrow it down. Brainstorm questions your audience might have.
- Determine purpose: to inform/teach or persuade/convince
- Write it down = purpose statement ...specific: *I want to teach my audience how to make a very good oral presentation by breaking the process down into easy steps*
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#### Analyze the audience - keep their needs in mind as you design your talk:

- Find out who they are
- Determine their attitude to the topic and to you (positive/negative?)
- Estimate their knowledge about the topic (novice/expert?)
- Gather ideas on topic to meet audience's needs and your purpose.
- Organize ideas in chunks of information (main points)
- Categorize and label ideas
- Develop a few main points relating to purpose (3-5)
- Map or outline ideas in a hierarchy (tree)
- Write out introduction and conclusion. Intro should create interest, reveal topic, and preview main points

## CONCLUSION:

### Sum up and give implications:

Good preparation = confident and = a good talk...also reduces your anxiety!

- choose a topic and get started early
- determine a clear purpose and plan to fulfill it
- know your audience and keep them in mind as you gather ideas and organize them
- rehearse your talk often using a speech outline
- DO NOT read your presentation; tell the information
- Sum up by repeating main points + suggesting implications or action for the audience

### Prepare a speech outline similar to this model:

- Write main points clearly with lots of space in between
- Consider breaking up talk on numbered file cards (do not write full sentences; continue with notes with indenting and spacing even though you are using cards)
- Highlight important points and add instructions for delivery

### Practice your delivery:

- Rehearse your talk using your cue cards
- Practice your talk **out loud** until you really know it (but don't memorize it!)
- Practice out loud and practice **with** your PowerPoint slides
- Practice it before friends or family