



Are you ready to get started on the homework? Everything you need to know is right here!

1. GETTING STARTED

a) What presentation might you need to give in the near future? Try to pick something that may be to a group, but if not, you can practice something meant for just one person. Ideally, you'll practice a "stand-up" presentation for this seminar, but if it's truly more realistic for you to present from a seated position – you may do that.

b) Ask yourself: Why would I make this presentation? What do I want out of it? What is my goal? What's in it for the audience? Why do they need this information? What am I offering?

2. CHUNKING INTO THREE

a) Once you've completed #1, think of everything that is important to communicate and write it all down (key words or ideas are easiest.) Then take all the key words/ideas and try to group them into three main categories (like we did in the PowerPoint example.) Sometimes there will be a 4th and you'll either realize you don't need it after all, or we will figure it out together.

b) When you have the three categories, put them down on the outline sheet and note what's important to communicate about each idea in the a, b, c below. You may have only "a" or you may have a, b, c, d as supporting points. Each main point will require different amounts of supporting information. It's only the main points that must be three.

c) As you do that, think about any Visual, Auditory or Kinesthetic connectors that will help communicate each of those three points and sub-points to your audience. If you use slides, what additional VAK's can you use to add depth to your presentation?

3. ENTER & EXIT

a) Now that you know what you want to communicate, how can you make an entrance to the topic? What will grab the audience's attention right away?

b) What will your final words or actions be as you exit?

Let's talk about it!

