

## Speech 120

**Presentation #3 Due 5/1/06, 5/3/06 and 5/5/06**

### **Demonstration, or How To... Presentation**

**You may learn how to:** presenting to an audience; explain information in a manner that others may understand; organize tasks into manageable steps

**Required: 3 x 5 index cards; At least one visual aide**

Prepare and present a speech that is between 5 and 7 minutes in length

Include a maximum of two minutes for questions and answers

Choose a topic with which you have some expertise

Discuss your topic and visual aides with me

Practice your presentation 3-5 times prior to your presentation day

Time each one of your practices

#### **We Will Review:**

Brainstorming/mapping

Outlining

Presentation skills - eye contact, vocal projection, body language, enunciation, pronunciation, and more

#### **We Will Discuss:**

Breaking down complex tasks into small steps

Presenting information in stages

Using visual aides - people, posters, objects, and audio visuals

#### **Suggestions:**

Complete your Self Evaluation *in advance* - legibly, in ink - it is worth 2 points

Discuss your topic with me, no later than 4/21/06

Review your main points and examples with me no later than 4/28/06

Select a topic you enjoy sharing with others

Improve your problem areas - from "suggestions for improvement"

Remember my favorite number is ---?

Have fun :-)

#### **Find a Buddy:**

Choose two students who you admire, for their presentation skills, their attitudes and their relationships with others. Ask those students to share information regarding their preparation, knowledge and other information that may be helpful to you.

No make-up will be scheduled for missed presentations