

# Basic Presentation Checklist and Tips for Public Speaking

An introduction – by

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# Where do we begin?

- Study the subject – there is a lot of stuff to read !
- “How to Speak like a Pro” by Leon Fletcher
- Read some “Toastmaster” magazines
- Observe others – Educators, Ministers, and other people you admire...
- Fletcher offers some great lessons -

# Fletcher's Basic Checklist

- Control your stage fright
- Select your subject
- Gather information, facts and ideas
- Organize your material
- Plan the beginning of your speech
- Plan the ending of your speech
- Practice your speech
- Present your speech

# Good Presentation Delivery

- Check the local arrangements
- Know how to use the microphone (if used)
- Be prepared to Answer questions
- Know how to deal with distractions
- How much time to YOU have to make your point/presentation?

# Controlling your FEAR

- Everyone gets a bit of stage-fright
- Develop a way to deal with your fear
- Practice to gain confidence
- Get feedback from your friends or use a recording device to play-back your voice
- This will enhance your GPA – “greater personal awareness”
- Here is a nugget – you will almost always appear more confident than you feel !

# Subject Matter

- Your subject may be chosen for you by the Future City Team...
- Use YOUR talent !
  - If you are good at one part of the FC program – if it comes “naturally” – that should be your focus.
  - If you must present some portion of the topic to a set of Judges – then practice with your team and Teacher to enhance your strengths and learn more about your weaknesses – be kind and open with each other.

# Gather information, facts and ideas

- This is a huge part of being prepared – google<sup>®</sup> and the internet are HUGE resources
- Call someone who is an expert and interview them
- List your IDEAS – develop them and find facts to distill them

# Organize

- Create cards for your main ideas, points or topics you want to cover
- Put these cards in ORDER for your presentation
- Remember your IDEAS – no need to memorize a script. Make sure you know your subject



# Begin with an Opening

- Try to create an interesting opening statement and then support it with the rest of your speech
- Examples: Ask a question, Make some outrageous statement or Open with a quote that is related to you topic

# Plan the END of your speech

- Recap your main points
  - You may want to create an acronym of your main points, so you can recall for the closing.
  - Include a memorable statement – example:  
**"Opportunity is missed by most people, because it is dressed in overalls and looks like work."  
Thomas A. Edison**

# What if I forget to include a key point?

- Leon Fletcher – “Don’t tell your audience that you forgot a key point”
- ...instead you may say – ...”one more thing that I would like to make...”
- Or
- “in addition to my main points, I would like to add this important point...”
- This option offers you a way to include your points...

# Presenting the Speech

- Practice, Practice and ...
- Be calm and be as natural as possible (act like your talking to your best friend(s))
- Speak Up
- Look at your audience – eye contact
- Don't stare at one person – keep your eyes moving
- Open without **READING** your notes!

# Presenting the Speech – p.2

- Avoid the “filler words” ...ugh, so, and, well, hmmm....
- JUST pause and don't make a sound – small pauses are okay
- LONG pauses should be used ONLY to make a point – and rarely.
- Stand up, Dress up and fix your hair!

# Presenting the Speech p.3

- Speak loud enough for your audience to hear you
- Use visual aids effectively – too many can be distracting
- Learn how to transfer your time to the next person on your team...Create a “transition” statement that enhances your team presentation...Wait for that next person to step up before you leave the speaking position.

# Transition phrases...

- *The next point I'd like to make is...*
- *That brings us to...*
- *My first point is...*
- *In fact...*
- *Not only ...*
- *As you can see from these examples...*
- *First....second.... third...*
- *Now that we have established...*
- *Keeping these points in mind...*
- *Now that we understand...*
- *Let's begin with...*
- *My next example is...*

# Presentations

- Your knowledge of your subject is important
- Your ability to COMMUNICATE this knowledge is MORE important
- Be Assertive not aggressive or passive –
  - Clarity, Concise and Complete



# Presentation resources

- Toastmasters International –
- Books
  - How to Speak like a Pro by Leon Fletcher
  - Stuff you Don't Learn in Engineering School by Carl Selinger