



How to do a presentation in class

Planning the Presentation

1. Write note cards on index cards. Write main ideas on your index cards. Don't write details, or be stuck with the fate of looking down, staring at your note cards while reading. Put in some fun facts interactive questions, and other interactive activities on the cards to share with the class.

2. Practice. In most presentations, it is pretty obvious who has practiced and who hasn't. Work on what you're going to say and how you're going to say it. You'll feel a lot more confident when you do the real thing and you'll eliminate the "likes" and "ums" unlike those who try to "wing it."

3. Do your research. In order to give an engaging presentation, you need to know what you're talking about. You don't have to become an expert, or read every book or website ever written about your topic, but you should be able to answer any questions your teacher or classmates might give you.

Delivering the Presentation

4. Smile at your audience. When it comes time to present, there's nothing that draws your audience into your presentation than a good old fashioned smile. Be happy; you're about to teach your entire class something they didn't know before.

5. Feel confident about your presentation. When you give your class a presentation, your teacher is essentially having you take over their job for a little while. It's your job to make sure everyone understands what you're trying to tell them. Make sure you pay attention to how your teacher does this before your presentation, because teachers are expert presenters.

6. Make eye contact. Nothing is more boring than listening to a presenter who looks at the floor or at note-cards. Relax. Your audience is made up of your friends and you talk to them all the time; talk the same way now.

7. Be sure to have inflection in your voice. Your goal is to engage your audience, not put them to sleep. Be animated about your topic. Talk about it as if it



was the most interesting thing in the world. Your classmates will thank you for it.

8. Use hand motions. Move your hands along as you talk, using them to emphasize points and keep the audience interested. It will also channel your nervous energy into a better place.

9. Have a good conclusion. You've probably heard the presentations that end in something like "um... yeah," Your conclusion is your final impression on your audience, including your teacher. Make it exciting by introducing a final statistic, or come up with something creative to do at the end. Your conclusion can be anything so long as your audience knows you're finished.

10. Walk back to your seat with a smile. Know that you just aced your report and that you just did something that many people would never be able to do. Don't be disappointed if you don't get applause.