Criteria for Presentations

Opening

-Greet the audience and introduce yourself and your team members (first speaker.)

-Capture your audience's attention by giving them a good reason to listen (explain a problem, tell a short story, or simply explain what the purpose of the presentation is).

-Outline your presentation and say what part each member will explain . (You should have a table of contents slide.)

-Say how you are going to deal with questions (whether you would like the audience to hold them until the end or whether you would be happy to answer during the presentation).

Body Language/Delivery

-Involve your audience through eye contact.

-Stand straight and tall and listen to each other. (Show that you are a team on one presentation and not individuals with single presentations randomly put together.)

-Do not over gesticulate (A little is ok.)

-Smile.

-Pace yourselves. Do not speak too fast (remember this is the first time the audience hears you), and make good use of pauses to allow time for comprehension. If you find yourselves rushing in order to cover all your points, consider cutting back on your information as you probably have too much for your time limit.

-Signal or signpost where you are in the presentation while you are speaking. This helps the audience follow you. For example, "Now I will go on to explain…" or "This concludes my part of the presentation. Now so and so will go on to speak about/discuss/present/clarify…"

Use polite language and thank each other. (This shows unity and cohesiveness.)

And remember, when you are off stage, you are not off duty. Listen to each other's parts and show participation / attention (even when you are not speaking).

Language

Speak clearly and correctly. Do not mispronounce key words, especially.

Use standard and academic English. (Avoid slang and colloquial words/expressions, e.g. "gonna", "get", etc.)

The Powerpoint itself

This should include:

A table of contents slide

Illustrations

At least one graph/chart/ or map

A concluding slide

Sources

Make sure your slides do not have too much text. Bullet points with single words (or short phrases-not sentences) are ideal, as these serve as prompts to the speaker and help the audience follow you. If you have too much text, you may end up reading (and no longer speaking) to the audience, or you may put the audience in the position in which they must decide whether to listen to you or read your slides. Your pp should complement your speeches, i.e., act as written support for what is said.

Also, remember to check spelling and punctuation. Mistakes in these areas are unprofessional and make a bad impression. (If, however, during your delivery you see a mistake, introduce the elephant on the couch by acknowledging it and excuse yourself.)

Close

The last speaker should summarize the main points of the presentation, draw attention to sources and ask for/address questions. And, of course, thank the audience for listening.

I hope this helps. Good luck and enjoy yourselves! (And remember, this first round is only for practice.)

Your English Language Instructor,

Anna Csaki