

Effective Presentations

Rationale: Why Encourage Student Participation in Events that Require Oral Presentations?

- More Opportunities for Student Success
- 21st Century Skills
- Less Dependent on High Academic Ability

Opportunities: (Chapter Presentations and Team Events)

Chapter Events

- American Enterprise Project
- Community Service
- Partnership with Business



Team Events (Visuals Permitted)

- Business Presentation
- Business Plan
- Digital Video Production
- E-Business
- Web Site Development

Team Events (No Visuals)

- Banking/Financial Systems*
- Emerging Business Issues**
- Business Ethics**
- Entrepreneurship*
- Global Business*
- Management Decision Making*
- Network Design*

*Test/Performance; **Preliminary Entry/Performance

Before Competition:

Develop Teams

 Watch for Overlap of Projects and Presentation Times

 Match Student Interests

 Consider Team Member Personalities

Print and Follow Guidelines

 Reference Rating Sheet Categories in Visuals and/or During Presentation

Develop Timeline and Determine Contact Person on Team

Develop Specialties In Team Events

Practice Setting Up Equipment

Plan for Contingencies (Equipment Malfunctions—Computer and Mouse)

Provide Practice Questions

Identify Ways to Demonstrate Energy

Practice...Practice...Practice

Know When Timekeeper Will Stand

Utilize Outside Judge

During (Tips for Success):

Arrive 10 Minutes Early (Determine Ahead of Time if Event is Sequestered)
Wear Appropriate Attire (A Step Above)
Relocate Equipment to Practiced Position (if necessary)
Avoid Using the Podium
Adjust Volume for Size of Room/Audience
Utilize Practiced Introduction(s) and Handshake
Take but Remove Name Tags When Permitted
Give Eye Contact to Judges and Audience
Present Equally Among Members
Smile, Be Excited About Your Project/Information
Memorize Where Possible

After:

Step Forward when Speaking or Answering Questions
Answer Questions Equally, Giving Eye Contact to Each Judge
Leave Equipment Alone until Question and Answer Period is Complete
Have an Exit Plan in Place
Shake Hands and Extend Appreciation
Write Thank You Letters



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