**Prep for a presentation**

**Write out what you’re going to say (your “screenplay”)**
- Use the “story” format:
  - Write a story based on your research (the Big Idea of your talk)
  - Outline a talk based on your story (Beginning, Middle, End)
  - Write a screenplay based on your outline - create a linear narrative
- One method: Use SCORE – Situation, Complication, Resolution, Example
  *Make multiple drafts – no one gets it just right the first time*

**Build your slide deck**
- Make slides to go with your talk
- Use minimal text – use your voice to say things instead of writing them
- Use only one or two fonts you like throughout the whole presentation
- Make the font size large enough for people to read from back of room
- Use slides to:
  - emphasize your points
  - strengthen your arguments
  - add interest to the talk
- Say “Thank You!” on the last slide

**Practice/rehearse your presentation**
- Go over your lines 10 times
  - You don’t have to memorize them, but be very familiar with them
- Make note cards if you’d like a reminder of what to say
- Practice speaking your lines
  - Not too loud or too soft
  - Enunciate your words clearly
  - Edit your lines as necessary to help improve your “screenplay”
- Practice with others and ask for their feedback
- Time yourself – shorten or lengthen your talk as needed
- Practice looking up at the audience, not down at the floor or your notes
  - Eye contact gives you confidence
  - Eye contact helps the audience connect with you and your talk
- Practice your gestures, hand movements, not fidgeting
- Wear appropriate clothes for the presentation – dress up!
- Enjoy yourself – the audience is interested and they want you to succeed!

*df, Sept 2016*