

How To Give This Presentation For Your Final Exam

The information below contains the basics for giving a presentation. The presentation for the final exam will be a creative presentation on the research topic: Is Freedom Free? You will also be required to use a visual aid during your presentation/speech.

Parts Of Presentations/Speeches

- I. Introduction- gains audience attention and prepares them for your topic of your speech.
- II. Body- 75% of info. you will give- Each point is clearly stated and supported by examples.
- III. Conclusion- reviews main points and provides closure by ending with a strong final statement.

Procedure For Preparing Presentation/Speech:

1. Select and analyze your speech purpose and topic.
2. Research topic
3. Rehearse paper/speech before presenting it.
4. Be sure to include transitional words when preparing speech.

Plan of Action for Presentation/Speech:

1. What is it going to be about?
2. How will you present it?
3. How will you use visual aids? If so, what kind?

Things to be aware of:

1. Be aware of the volume of your voice. Be loud enough for everyone to hear.
2. Speak at a normal rate- don't go too fast or too slow.
3. Avoid unnecessary pauses.
4. Put emphasis on important points.
5. Stand up straight and avoid leaning against the board or moving unnecessarily.
6. Use appropriate facial expressions and gestures.
7. Make sure visual aids are easily seen and readable.
8. Don't (**EVER!**) turn your back to the audience **while speaking**. Not even to read a poster or PowerPoint presentation.