Presentation Practice

Presentation Skills Workshop

Participant Training Manual

Comprehensive Public Training Program

7/15/2016

PRESENTATION PRACTICE WORKSHEET

In the Presentation Skills Class, you worked with the basic formula of presentations, the SET Formula. You discovered ways to adapt presentations to suit your audience and fulfill your goals, and you practiced the elevator speech, which allowed you to explain a topic in under 60 seconds.

The Presentation Practice Workshop is the follow-up session that will take you to the next level in developing presentations.

By the end of this session, you will have outlined, drafted, and practiced a section of a presentation in front of a live audience, who will evaluate it and offer suggestions for improvements.

1. Please fill out as much of the following Presentation Worksheet as you can. If the presentation is not yet scheduled, you can focus on the general characteristics of audiences you plan to present this program to.

PRESENTATION WORKSHEET
The Topic of this presentation is
The date for the presentation is _____ and it will last _____minutes.
The event that this presentation will be a part of is
The audience will be seated theatre style / classroom / conference table/ banquet seating / other
Audience Notes (Age, experience level, interest in the topic, emotions toward the topic, etc.)
Desired Outcome: At the end of this presentation, what should attendees understand, do, or feel?
List three to five points that you feel are important to include in this presentation.

PRESENTATION PRACTICE

SET Formula

The SET Formula is the building block of every effective presentation.

Instructions: Use this column to make notes and brainstorm on the steps of S-E-T. Answer the questions and follow the instructions in each section.	Instructions: Use this column to prepare the final wording of your S-E-T answer.
If you are using the SET Formula to answer a question: • What is the basic answer to the question? If you are using the SET Formula to begin a point in a presentation: • What is the bottom line of the point you are going to make?	SHORT ANSWER:
What are the three points or pieces of evidence that support the basic answer?	THREE POINTS MAXIMUM:
Summarize how the evidence supports your answer and follow up with a statement or question to move the conversation back to the other person. If the SET Formula is part of a larger presentation, follow the summary with a transition to the next topic.	TRANSITION:

PRESENTATION PRACTICE

PRESENTATION WORKSHEET

PRESENTATION WORKSHEET
THE AUDIENCE
Audience Notes
Desired Outcome: At the end of this presentation, what should attendees understand, do, or feel?
THE CONTENT
Main Points 1. 2. 3.

PRESENTATION PRACTICE

PRESENTATION WORKSHEET

PRESENTATION WORKSHEET
Opening
Point One S E T
Point Two S E T
Point Three S E T

PRESENTATION PRACTICE

Presentation Worksheet

Presentation Worksheet
Summary
First Closing
Question-and-Answer Period
Second Closing

PRESENTATION PRACTICE

PRESENTATION NOTES

PRESENTATION NOTES
Audiovisuals
Handouts
Activities
Notes

PRESENTATION PRACTICE

Evaluation and Continued Development

NAME OF PRESENTER _____

NAME OF EVALUATOR _____

INSTRUCTIONS: As the presenter performs each of the following actions, place a checkmark in the corresponding box.

Make additional notes about areas in which the presenter excels and describe any ideas for areas of development.

PRESENTATION DESIGN	PRESENTATION CONTENT
❑ Gave an introduction that gained attention ❑ Stated purpose ❑ Used SET Formula ❑ Closed presentation effectively NOTES	❑ Used simple sentences ❑ Presented information in logical order ❑ Used appropriate vocabulary ❑ Used examples or personal experiences NOTES
PRESENTER'S CONNECTION WITH AUDIENCE ❑ Maintained good eye contact ❑ Addressed audience needs ❑ Gave verbal reinforcement ❑ Involved the audience ❑ Looked for nonverbal clues NOTES	PRESENTER'S DELIVERY ❑ Used a good speed of delivery ❑ Varied the vocal tone ❑ Spoke clearly at appropriate volume ❑ Exhibited enthusiasm ❑ Used notes effectively ❑ Avoided filler words (uh, um, okay) NOTES
PRESENTER'S BODY LANGUAGE ❑ Maintained a relaxed posture ❑ Used gestures effectively ❑ Used appropriate facial expressions NOTES	PRESENTER'S USE OF AUDIOVISUALS ❑ Used visuals that enhanced the presentation ❑ Talked to audience, not to the equipment ❑ Used attractive, easy to read visuals NOTES
I liked:	I'd suggest: