



# Presentation Practice

Presentation Skills  
Workshop

Course Manual



**STATE CIVIL SERVICE**  
COMPREHENSIVE PUBLIC TRAINING PROGRAM

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# PRESENTATION PRACTICE

## COURSE DESCRIPTION

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.

## LEARNING OBJECTIVES

- Design and develop a presentation.
- Effectively deliver a selection from your presentation.
- Use evaluation and input to create a plan for continued development.

## PRESENTATION WORKSHEET

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.

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.
<p>If you are using the SET Formula to answer a question:</p> <ul style="list-style-type: none"><li>• What is the basic answer to the question?</li></ul> <p>If you are using the SET Formula to begin a point in a presentation:</p> <ul style="list-style-type: none"><li>• What is the bottom line of the point you are going to make?</li></ul>	SHORT ANSWER:
What are the three points or pieces of evidence that support the basic answer?	THREE POINTS MAXIMUM:
<p>Summarize how the evidence supports your answer and follow up with a statement or question to move the conversation back to the other person.</p> <p>If the SET Formula is part of a larger presentation, follow the summary with a transition to the next topic.</p>	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

- Gave an introduction that gained attention
- Stated purpose
- Used SET Formula
- Closed presentation effectively

NOTES

### PRESENTATION CONTENT

- 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: