



**Enhanced Learning  
Educational Services**  
*“the study skills specialist”*

# PRESENTATION SKILLS



Developing your presentation skills will be useful in many careers when you leave school and also be useful in many aspects of your personal life.

- You should read each point and **highlight the key phrases** in that point.
- Discuss with a friend or parent as you read through the handout.
- You may like to work through this over a number of sessions.

---

Copying and use by purchasing schools only.

Copyright © Enhanced Learning Educational Services 2016. This Blackline Masters page may be photocopied for non-commercial classroom use as per copyright notice at the start of this resource or at [www.enhanced-learning.net](http://www.enhanced-learning.net) 1

# 1. BEFORE YOU START WRITING

## Determine the requirements of the task:

- Is the topic given or do you need to choose your own topic?
- What type of presentation is required?
- How will the presentation be marked?
- What is the teacher looking for?
- Do you know the marking criteria?
- Will you just be talking or can you incorporate visual aids?
- What length should the presentation be?
- Who is the audience? Classmates?
- What will this audience already know about your topic?
- Is it a formal or informal style presentation?
- Do you need to also hand in any written or supporting info?
- What is the purpose of this presentation?
- Will your presentation be interactive? Will questions be allowed?
- What are you trying to achieve?
- What guidelines have been given for what is and isn't permissible?
- What message are you trying to convey to the audience?



## Brainstorm the ideas of what you want to cover:

The first stages of preparing a presentation are like writing an essay. So take the time to work through the following steps.

- Brainstorm all your ideas and thoughts about the topic.
- Look at all of your ideas and decide what ideas to keep and develop.
- Order or structure your ideas logically to develop the framework for your presentation.
- Do any further research as needed on particular areas.
- Think about whether you have too much/little content for the time available.

## Now get ready to write your presentation:

Remember with essays we have an introduction, body and conclusion. Well it will be the same for presentations. You need to introduce what you are going to talk about, then talk about it, then sum up what you have talked about.

Aristotle is credited with the following instructions for giving a speech:

**Tell them what you're going to tell them,  
then tell them,  
then tell them what you told them!**



*a. Before you start writing do you consider all the criteria outlined in this section?*

Copying and use by purchasing schools only.

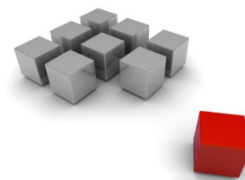
Copyright © Enhanced Learning Educational Services 2016. This Blackline Masters page may be photocopied for non-commercial classroom use as per copyright notice at the start of this resource or at [www.enhanced-learning.net](http://www.enhanced-learning.net) 3

## 2. INTRODUCTION OF THE SPEECH

Generally the beginning and end of the presentation will be remembered. So this means you need to plan your opening words carefully for maximum impact and to ensure you make a good first impression. Your introduction should be short, sharp, and to the point.

### PURPOSE:

- To set audience expectations.
- To attract your audience's interest and attention.
- To explain anything they need to know eg if they can ask questions.
- To summarise the content of your presentation.
- To give the audience a mental framework for the structure of your presentation.



### TECHNIQUES TO GRAB ATTENTION:

It is easier if you can win over your audience at the beginning as you will find they are much more receptive throughout your speech making it easier for you! Don't go overboard and use all of the techniques below, just choose the techniques that are most suited to your style of presentation. Most importantly, make sure you link these techniques to the purpose or content of your presentation.

- Tell a human interest story that relates to your topic.
- Emphasise the benefits or importance of what you are talking about to the audience.
- Make it personal so your audience can relate to it.
- Use a personal story or anecdote from your own experience.
- Arouse curiosity, get them wondering.
- Use props, hold some sort of object up.
- Make topical references ie something in the news or current affairs.
- Use a quotation, you can usually find something that ties into your topic eg [www.quotationspage.com](http://www.quotationspage.com)
- Ask a rhetorical question. (This is a question you put to the audience, but that you don't want/expect anyone to answer.)
- Ask a thought-provoking question.
- Be unexpected or surprising.
- Use a startling statistic (while statistics can be boring, some statistics used carefully can act as wake-up calls for your audience).
- Use a startling fact, something fascinating that relates to your topic.
- Use an historic event related to your topic.
- Use something that is special about that particular day (the date of your speech) in history.
- Try and weave the title of your presentation into the introduction.
- Say something confronting or provoking to get people's attention.
- Tell a relevant joke (only if you are good at telling jokes!).



*b. Tick which of these techniques to grab attention you have tried. What do you think makes the most impact at the start of a speech or presentation?*

Copying and use by purchasing schools only.

Copyright © Enhanced Learning Educational Services 2016. This Blackline Masters page may be photocopied for non-commercial classroom use as per copyright notice at the start of this resource or at [www.enhanced-learning.net](http://www.enhanced-learning.net) 4