



# Giving a Group Presentation

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# Outline

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**1. PowerPoint visuals**

**2. Language**

**3. Setting**

**4. Stage Fear**

**1. PowerPoint visuals**

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- **Pictures:** Single image/ slide.
  - **Fonts:** Traditional fonts. Not TOO BIG, nor too small.
  - **Text:** 3- 5 lines/ slide
  - **Color:** NO too many colors/slide
  - **Motion:** NO distracting motions
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## 2. Presentation Language Greeting

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- **Good morning, ladies and gentlemen.**
- **(teachers and students)**
- **Good afternoon.**
- **Good evening.**

Thanking the audience

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- **Thank you for attending our presentation**
  - **First of all, I'd like to thank you for attending our presentation**

**Introducing oneself (or the team)**

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**I'm \_\_\_\_\_. And my team members are \_\_\_, \_\_\_, and \_\_\_.**

# Title of presentation

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- **Today I'm (we're) going to give a short presentation on \_\_\_\_\_.**
- **The topic/title of my (our) presentation is \_\_\_\_\_.**



- **The aim of this presentation is to give some background on**  

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## Outline

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- **My (our) presentation is in (three) parts. They are:**
- **The outline of my (our) presentation is:**

- **Firstly, \_\_\_\_\_**
- **Secondly, \_\_\_\_\_, and**
- **Thirdly, \_\_\_\_\_**

## Showing visuals (images, figures, etc)

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- **This image (table, figure, etc) shows the \_\_\_\_\_**

- **As you see, this (image, ...) shows**

\_\_\_\_\_

- **On this chart, you can see...**

- **Let's take a look at...**

## Giving examples

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- **For example,**

- **For instance,**
- **To illustrate,**
- **A good example of this is...**

## Moving to a new point

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- **Now, I'd like to move to**

\_\_\_\_\_

- **Now, we'll move to (Name) who will talk about \_\_\_\_**

## Ending and thanking

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- **So, that's all about (title). Thank you for listening.**

- **At the end of our presentation, I'd like to thank you for listening.**

## Inviting questions

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- **If there are any questions, I'll (we'll) be glad to answer.**

- **Does anyone have a question?**

## 3. Setting

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- 1. Clothing (team uniform)**
- 2. Time limit**
- 3. Cooperation**

## 4. Stage Fear

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- **PRACTICE, PRACTICE, PRACTICE & PRACRTICE!**
- **Think positively: instead of “What if I fail, say “What if I did greatly!”**
- **Keep calm, don’t rush it**
- **Don’t apologize for mistakes** ■ **Start with a Question!**

## Resources

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<http://www.presentationprep.com/>

**Youtube.com:**

- **Language for Presentations**
- **How to give the BEST PowerPoint presentation!**
- **Think Fast, Talk Smart: Communication Techniques**