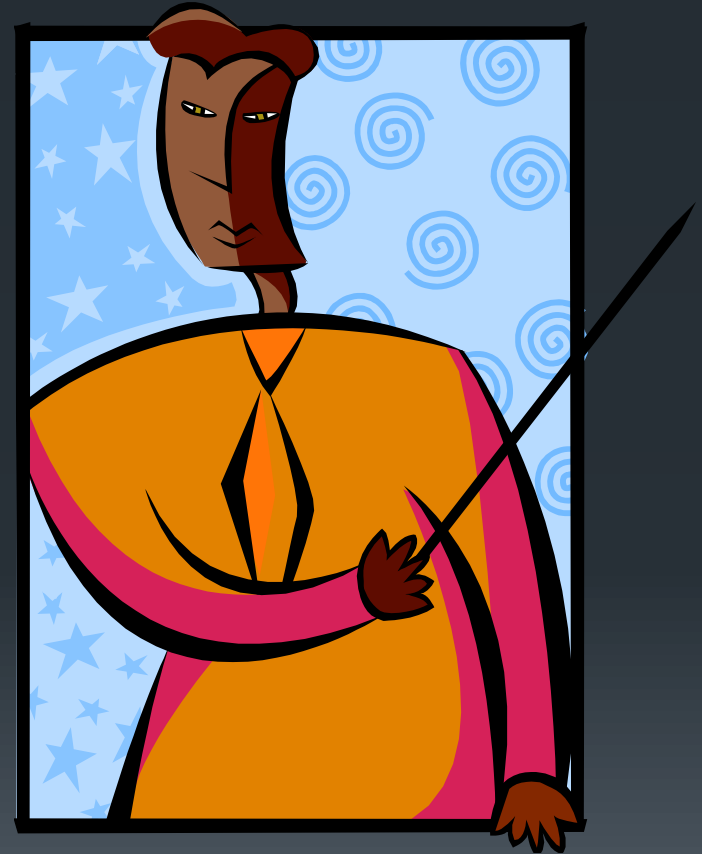


# How to present

Dr. Bernal



# What is a Presentation?

- Share what you know,
- Show what you know.



# Three important parts of a presentation

- Audience
- Presenter
- Information



# Audience

- Most important job – make the presenter feel comfortable
- How do you do this?
  - Silent Listening
  - Take notes if you will be asked to ask questions, comments, or suggestions.
  - Clapping at the end
  - Questions at the end if there is time.



# Presenter

- Most important job – Engage the audience
- How do you do this?
  - **Speak loudly enough so that everyone hears you – This is super important!!!!- This is VOLUME!!**
  - Looking at the audience – Scan and look at individual people for 3 seconds.
  - Entertain



# VOLUME

1. Volume is how loud a speaker is speaking.
2. If the speaker is too soft, no one will be able to hear the presentation.
3. If the speaker is too loud, the volume will distract from the information.



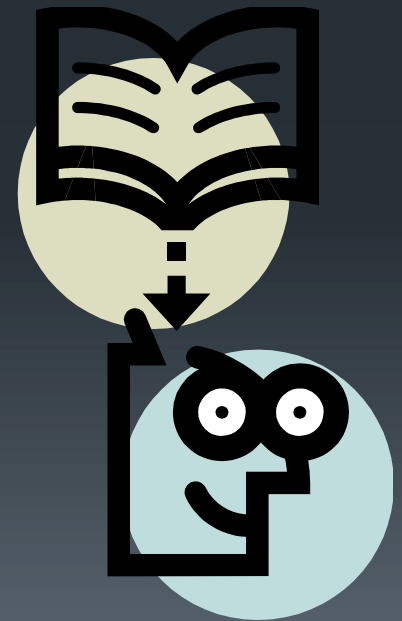
# Using Notes during a presentation

- Use them to keep you on topic.
- Something to hold in your hands if you are nervous
- Pronunciation guide.



# Information

- Most important job – teach new stuff (information)
- How do you do this?
  - Step by step.
  - Facts need to be correct.
  - Interesting





# Most important concepts when you are presenting

- There are three parts to a presentation
  - Audience
  - Presenter
  - Information
- Volume is SUPER important
- Engage the Audience

