



GROUP PRESENTATION TIPS

Preparation

In order to present a convincing and memorable presentation as a GROUP, you and your team members should consider the following in preparation:

- **Discuss the argument and outline.** Make sure it is cohesive.
- **Identify who will be speaking when.** How are you introducing the title and the presenters? Will each speaker be introduced as they come up to talk?
- **Identify deadlines for parts of the presentation to be due and who will be responsible.** Get all team members to check in by creating a Google table or using the spreadsheet and signing off the date when tasks are done. You can also try the **Todoist application** (en.todosit.com), which will email members when tasks are due and when tasks are done.
- **(After your outline and ppt draft) Rehearse your group presentation and time yourselves as you are practicing.** Think about where your group will stand when a person is speaking in the “spotlight.” How will you choreograph the transition between speakers?
- **Revise your presentation by focusing on argument:** clarity of your argument/research objectives, quality of data or your service learning take-aways. Is your evidence the best example and does it sound relevant to your audience? Do you provide “signpost” language to help your audience understand the connection from one point to another?
- **Revise your presentation by focusing on delivery:** how is your group engaging your audience? What are the rest of the group doing when they are not speaking? Is your diction too formal or too colloquial?