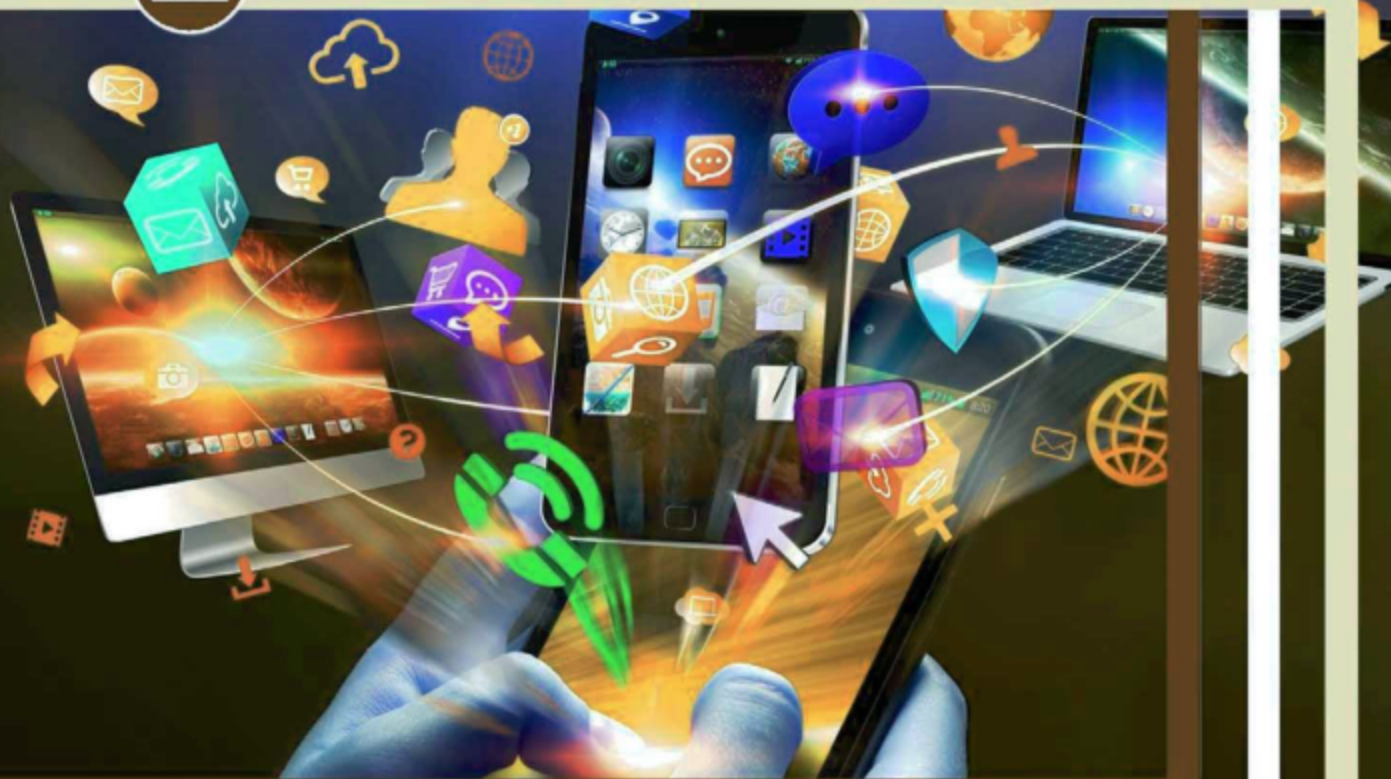




FUTURE READY PROJECT SKILLS



FUTURE READY  
**ORAL AND MULTIMEDIA  
PRESENTATIONS**

LYRIC GREEN AND LISA BULLARD



FUTURE READY PROJECT SKILLS



# FUTURE READY ORAL AND MULTIMEDIA PRESENTATIONS

LYRIC GREEN AND LISA BULLARD



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Suite 240  
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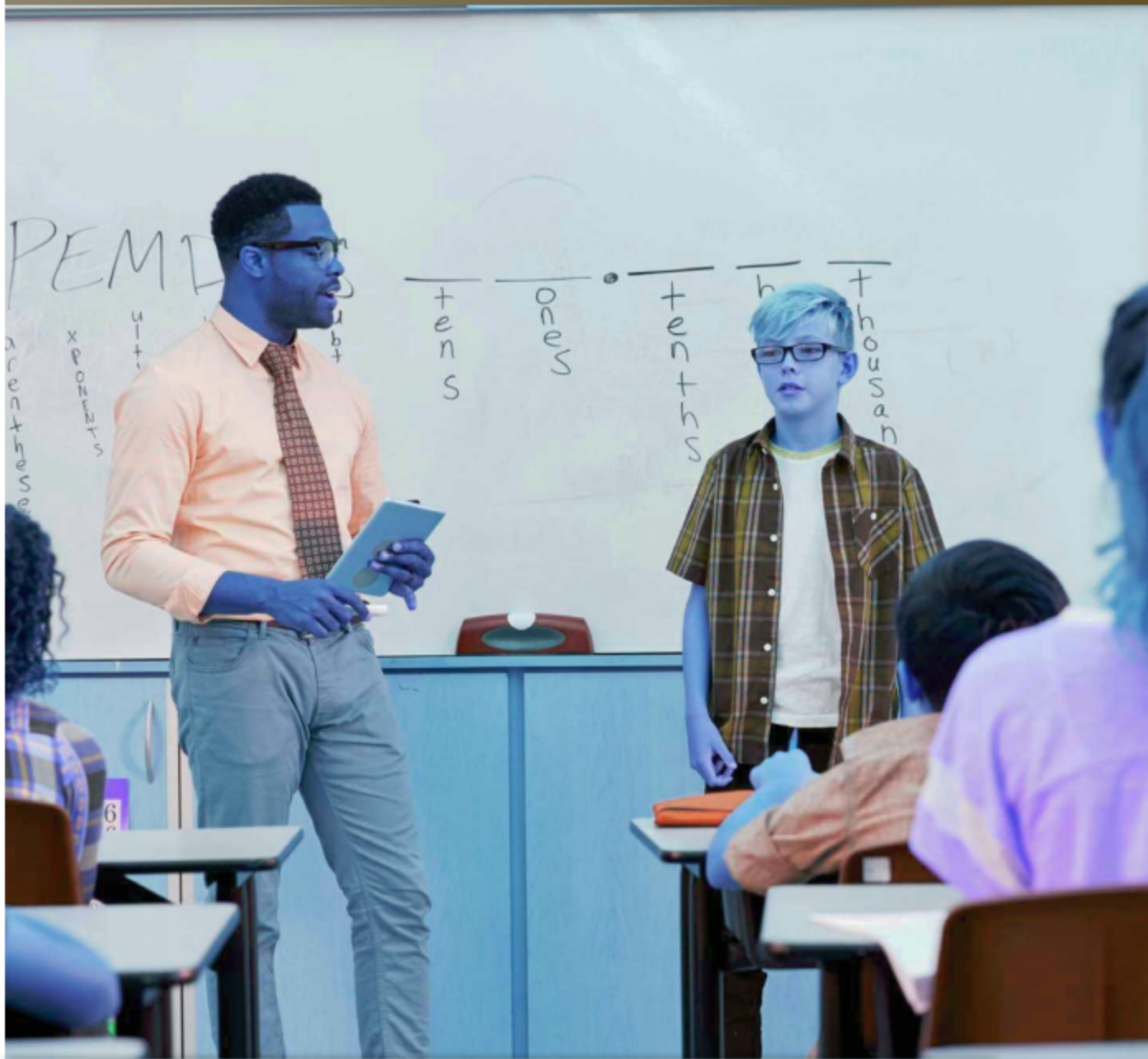


## CHAPTER 1

# IT'S TIME TO GIVE A PRESENTATION

**S**o you have to give a presentation. Maybe it's for your teacher and your class. Maybe it is for a science fair or for your scout troop. You could be running for club president, or even reading your poetry or an essay for a contest. How do you feel about speaking in front of an audience? Some people love to be the center of attention. If you like being in the spotlight, this book will show you how to be a power presenter.

For other people, giving a presentation is a little bit scary. Even many adults are nervous at the thought of speaking in front of an audience. If you are one of these people, don't worry. This book will give you tips to help you be a comfortable and confident presenter.



Giving an oral presentation doesn't have to be scary. In fact, it can be fun! As long as you're prepared, you'll give a great oral presentation and you may find you enjoy it!

## ALREADY A PRESENTER

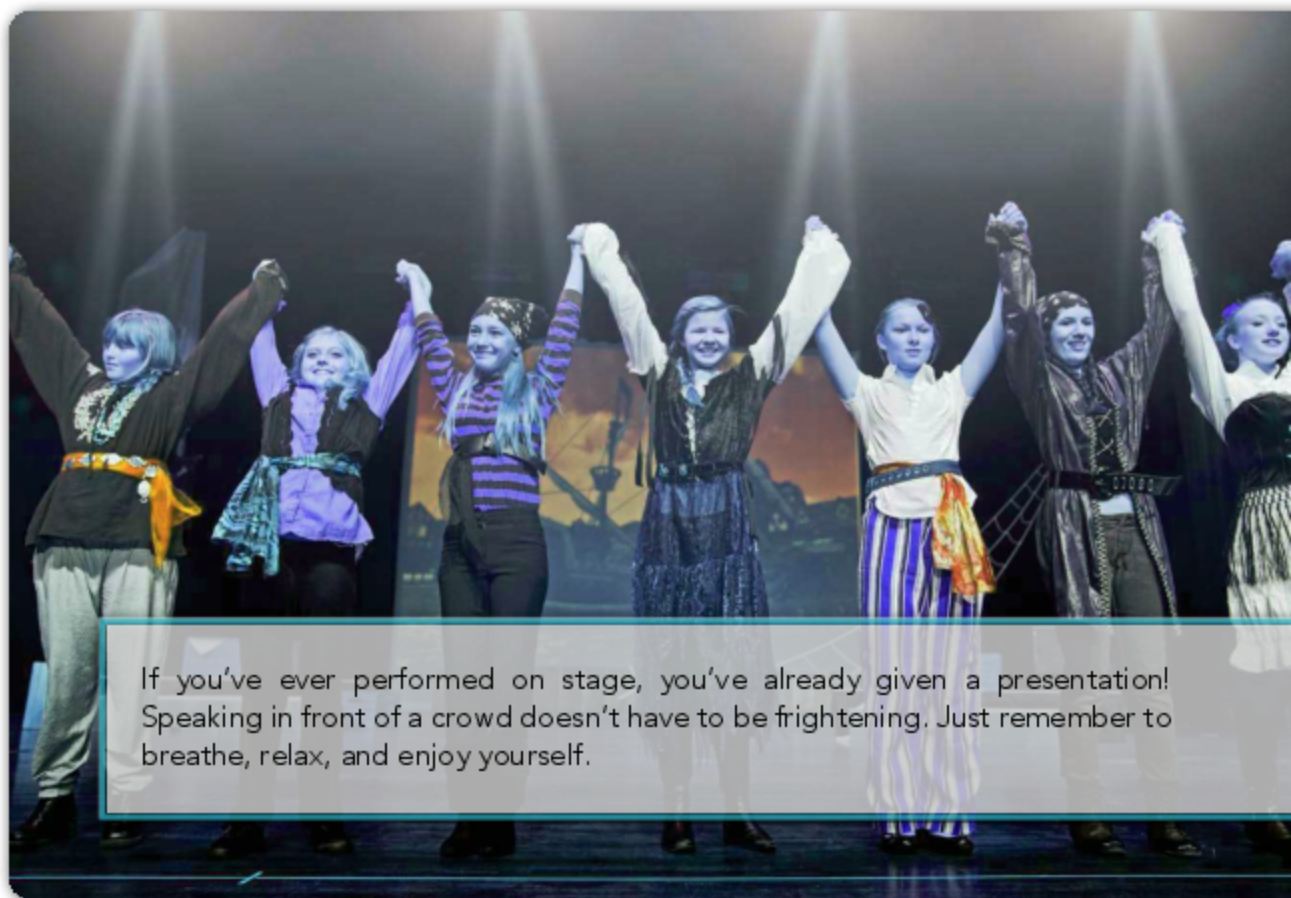
You may not know it, but you've probably already given a presentation. Have you ever brought something to school for show-and-tell? Have you given your soccer team a pep talk? Those were presentations. A presentation happens anytime someone talks about information or ideas in front of an audience.

People use the skill of making presentations in many different ways. Summer camps often make multimedia presentations to show their programs to kids. Perhaps you have seen a speech given by the president of the United States, or you've watched somebody famous give a presentation at your school. If you've heard a religious leader speak at a church, synagogue, or mosque that's a presentation, too.

## WHAT KIND OF PRESENTATION?

People have different goals when they make presentations. Sometimes the goal is to teach something. You might give a report to tell your audience about a foreign country or a famous person. You might teach the audience how to juggle, to make a paper crane, or to play a song on the kazoo.

In other presentations, your goal is to communicate your ideas or feelings. You might tell the audience about a really fun vacation you went on with your family, or about your favorite television show.



If you've ever performed on stage, you've already given a presentation! Speaking in front of a crowd doesn't have to be frightening. Just remember to breathe, relax, and enjoy yourself.

Sometimes presentations are persuasive. The presenter tries to convince the audience to have a certain opinion. For example, you might argue that cats make better pets than dogs. Perhaps you want to persuade your friends and relatives to donate money for your school fundraiser.

Other presentations are meant to be entertaining. They include acting out a play or doing a reading of a story or a poem. The goal then is to bring literature to life for the audience.



All presentations have one thing in common: they all give you a chance to show an audience your excitement about your topic. If you are bored with your presentation topic, your audience will know it and will also be bored. If you are enthusiastic about your topic, you can watch them get just as excited as you are!

If you're nervous about presenting in front of an audience, have no fear! This book will teach you some great tricks and tips to creating a fun, engaging, and exciting presentation that will inform and entertain your audience. They'll be sure to applaud you for your efforts.

## THERE ARE 5 STEPS FOR MAKING A GREAT PRESENTATION

**STEP 1:** Choose Your Topic

**STEP 2:** Explore Your Topic

**STEP 3:** Draft and Revise

**STEP 4:** Add Visual Aids

**STEP 5:** Rehearse and Present

**STEP 6:** Review and Publish



## CHAPTER 2

# CHOOSE YOUR TOPIC

Creating a presentation starts with **Step 1**: choosing your topic. What will you talk about in your presentation? Sometimes your topic will be assigned. For example, your teacher might ask you to read a certain poem, talk about a famous explorer, or discuss sharks. Keep an open mind. Look for a way to make your topic fun.

## PICKING A GREAT TOPIC

Maybe you don't have an assignment at all! You get to choose what you'll talk about. In that case, start with something that interests you, and something that is a little bit familiar. Maybe you really like a certain song or artist. Maybe you have a lot of fun at gymnastics or tae kwon do. What pops into your mind when you think about this topic?



The key to a strong oral presentation is knowing about your topic and making it interesting and entertaining. Do you have special skills that relate to your topic? You may want to use them in your presentation!

Make lists of ideas until you find an exciting topic for your presentation. This part is called brainstorming. Graphic organizers can be really helpful brainstorming tools. (In general, a graphic organizer is a chart or diagram that helps you plan ideas.)

Keep your audience in mind. You want them to be interested in your topic, too. Will you be speaking in front of kids

your age? They will probably enjoy many of the same things you do. Adults usually appreciate presenters who are organized and well prepared. On the other hand, your audience might include judges you have never met before. Then you need to find out how they are going to judge you.



Engage your audience when giving a presentation. Ask them questions. Make sure they can hear and understand you. If you're excited about your topic they will be, too!

## GREAT SPEECHES IN HISTORY

Presentations can change the world. Have you ever heard the phrase “I have a dream”? Dr. Martin Luther King, Jr., used this phrase in one of his famous speeches. His powerful words changed people’s minds and hearts. What about the phrase “The only thing we have to fear is fear itself.”? President Franklin Roosevelt said that during his first speech as President of the United States during World War II. It gave Americans hope for a better future. These are just two examples of speeches that changed the world. Could you give a presentation that could change the world?



Think about how much your audience already knows about your topic. Will you need to give them basic information, or do they already understand a lot about your topic? Think about all the parts of your assignment. Has your teacher given you a rubric? This is a guide that tells you how your presentation will be graded. How long is your presentation supposed to be? Will you get to use technology like a computer or a music player? Can you wear a costume or bring in props? Answer these questions, and you are on your way to speaking success!



## CHAPTER 3

# EXPLORE YOUR TOPIC

**A**fter you have chosen your topic, it is time for **Step 2:** Explore your topic. This is an important part of prewriting. Prewriting means getting prepared to write.

## INFORMATION MAKES A GREAT PRESENTATION!

How will you explore your topic? It depends on what kind of presentation you're doing. If you will be talking about something familiar—like your family's vacation to Disney World—search your memory for every last detail. Close your eyes and imagine that you're back at Disney. If you are doing a book report, you need to read the book carefully, and keep in mind anything that you find interesting about the book,

whether it's a character, a quote, or even something that happened in the book that surprised you.

If you are teaching your audience how to make or do something, you must figure out every step. Write down each carefully, pausing to think about which steps you found difficult the first time you did it.

As you explore your topic, remember that you will be talking to an audience. You can begin to plan for this as well. If you are talking about your family's trip to Disney, look for postcards or photographs to show your audience. Think ahead about your presentation as you explore.



Dr. Sanjay Gupta took his family to Disney World. Have you been to Disney? You can use any of your personal experiences in your oral presentations.

Let's say you are doing a dramatic reading of a poem. There are many ways to explore this topic. If the poem has words you don't know, look them up in a dictionary. Then learn something about the author's life. For example, what did people wear when the author was alive? Maybe you could wear a costume to make your reading more powerful. Compare the poem to a memory from their own life. Then, keep that memory in mind while you read.

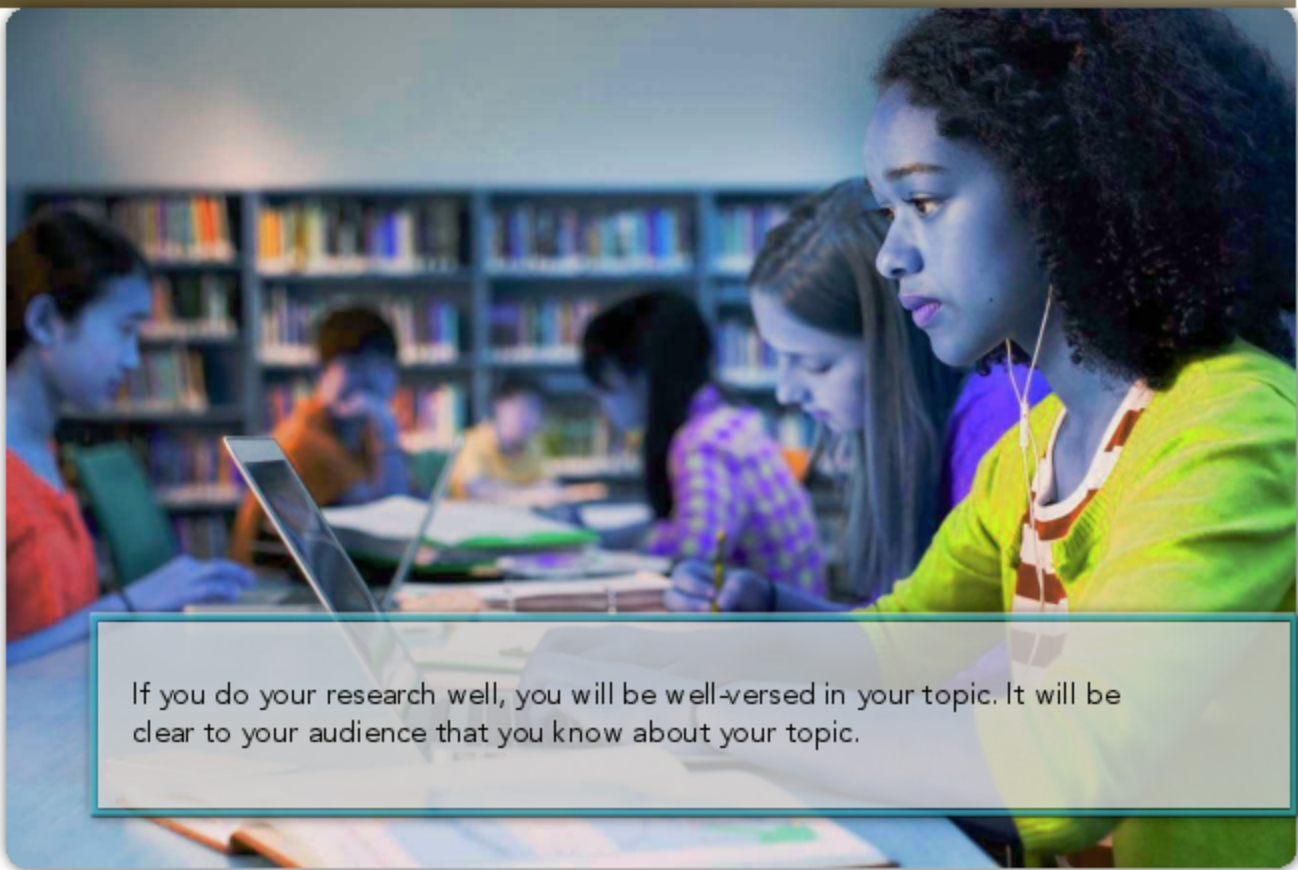
## RESEARCHING YOUR TOPIC

Many presentations require **research**. Research is the process of finding information about your topic. At this stage of prewriting, a graphic organizer can be very helpful. Consider what questions you want answered, and what answers you find while you research. Be sure and also keep track of your sources.

The library, also called a media center, is your research headquarters. It contains reference materials such as encyclopedias and atlases. There are books and magazines and newspapers. Trained media specialists (librarians) can help you find the facts you need.

A media specialist can also help you with computer research. This kind of research can be exciting. You will find articles to read and videos to see. You'll also find things to listen to. For instance, if your report is about blue whales, you might find a recording of a whale singing. Then you could add it to your presentation. There is also a whole world of information on the Internet. Ask an adult to explain your school or library's rules for going online.





If you do your research well, you will be well-versed in your topic. It will be clear to your audience that you know about your topic.

Sometimes you will use the Internet to look up a specific website. Other times you will have to sort through millions of sites. Internet search engines, like Google, are good sorting tools. To do a search, enter your topic in the search bar. You can enter **keywords**—one or more words related to your topic. Once you hit the ENTER key, a list of websites will pop up. Click on the links to visit the different sites.

Are you finding the information you need? Look at your chart for other things to search. If you get only a few websites on your list, you will need to try more general keywords. For example, use cookie recipes instead of oatmeal raisin chocolate chip cookie. If you get too many sites on your list,

you may have to add more specific keywords to narrow your search. For example, use bald eagle instead of North American birds.

Beware: you can't believe everything you read. This is especially true on the Internet! Look for websites from places like museums, zoos, universities, and government offices. These sites are more likely to have accurate, up-to-date information.

The best researchers use more than just the Internet. Find multiple types of sources when you can. Sometimes the sources will not agree. How do you know who is right? Check to see if most sources agree on one answer. For some presentations, you might not find only one correct answer to a question. Instead, you will have to talk about many possible answers.

Remember that people can be sources, too. Perhaps your neighbor is a firefighter, and she can tell you about fire safety. Perhaps a local zookeeper can answer your questions about taking care of animals. If you're writing about a topic in history, ask your grandparents if they lived during that time.

Set up an interview if your source is a person. Prepare a list of questions. Tell the person why you are doing a presentation. Ask for permission to quote his or her words. Maybe you can even record the interview and use it in your presentation.

## NOTES AND SOURCES

Once you have found a source, the next step is to take notes. Search your sources for the answers to the questions. You can use note cards or a notebook to take notes. You can also use a computer to type your notes. The key is to stay organized.

## ONLINE SAFETY

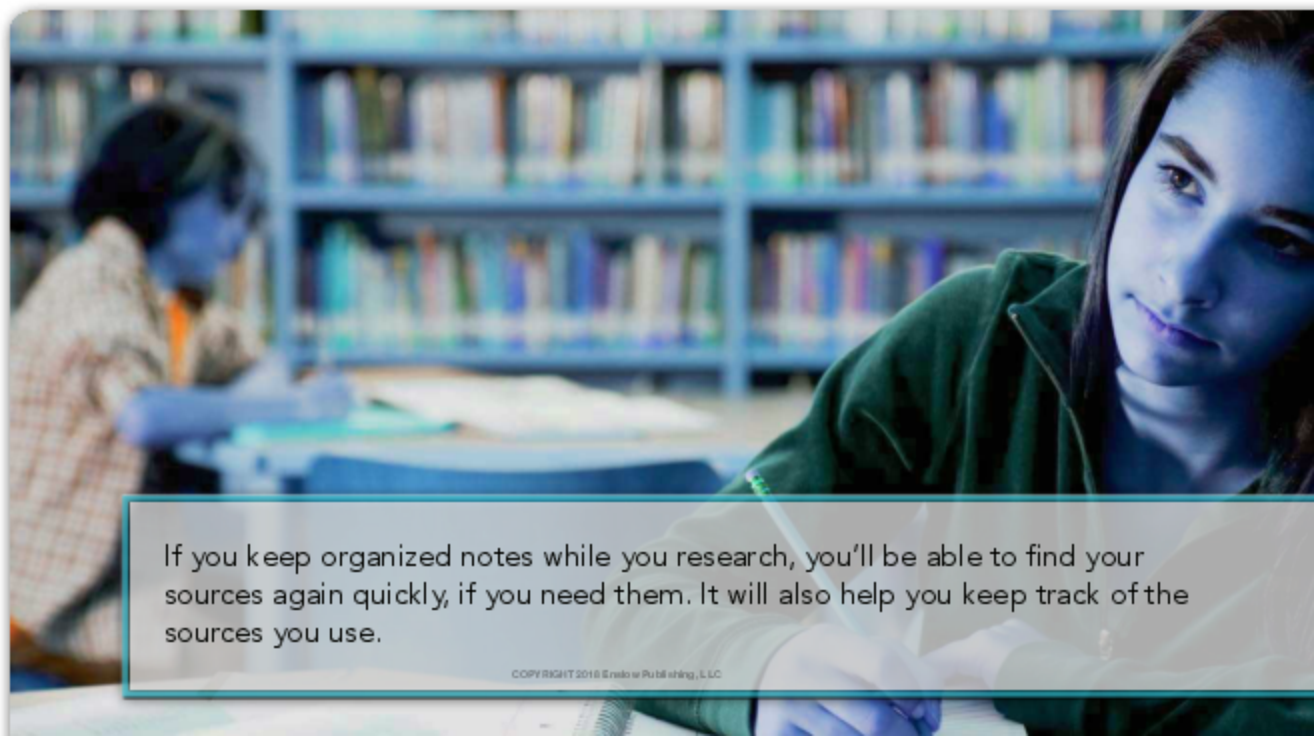
Exploring the Internet is like exploring a new universe. There are lots of exciting things to discover. There are also dangers, however. Some websites have information that is not appropriate for kids. Get an adult's permission before you go online. Never post your name, address, photograph, e-mail address, or phone number on a computer unless your parent or teacher tells you it is okay. If anyone asks you personal questions online, or if something makes you uncomfortable, leave the website and tell an adult right away.

However you decide to take notes, you will want to keep track of certain pieces of information. Most of the time, you should write notes in your own words. But sometimes you will find whole sentences that are tough to change. If this happens, put quotation marks around anything that you copy word for word into your notes. Quotation marks remind you to tell your audience that the words belong to somebody else. especially helpful when you are talking about another person's

opinion. When this happens, make sure your audience understands that you are presenting an opinion, not a fact.

Your notes should be brief. Except for direct quotes, you don't have to write out everything the author says. Don't worry about writing your notes in complete sentences, either. What's important is that you can understand what you wrote when you use it later.

Keep track of all your sources as you take notes. You will have to give credit to the sources of your presentation. At the end of your presentation you will include a bibliography. This is an alphabetical list of all the sources you used for your research. Ask your teacher or librarian for help with writing a bibliography.



If you keep organized notes while you research, you'll be able to find your sources again quickly, if you need them. It will also help you keep track of the sources you use.



## CHAPTER 4

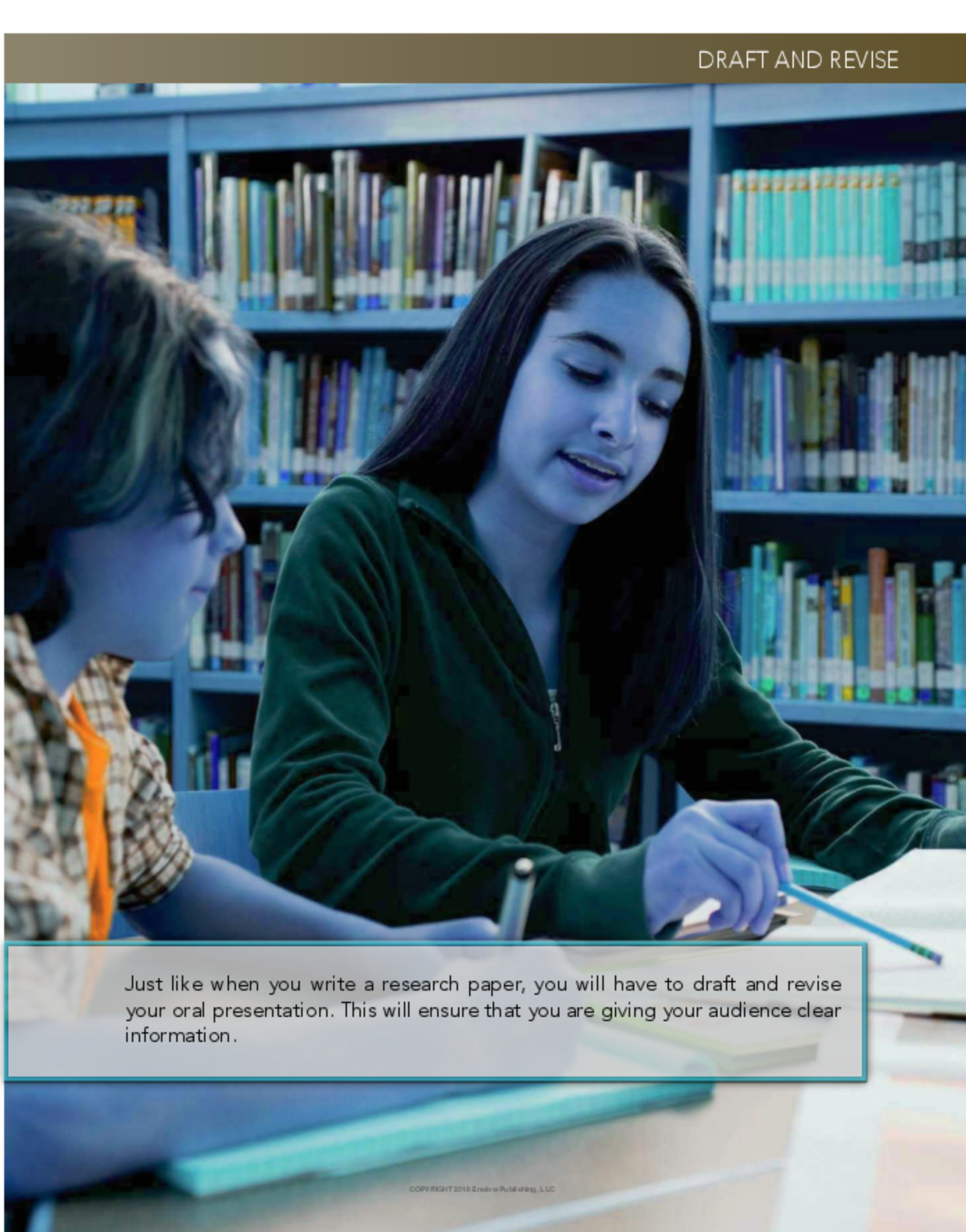
# DRAFT AND REVISE

Now that you have chosen your topic and found lots of great facts, it's time for **Step 3**: Draft and revise. First, organize your information. Your notes will fit into different categories. These will become the sections of your presentation.

Your talk should not have too many sections. Three is a good choice. Groups of three are easy to understand and help the audience absorb all the information given.

## DRAFTING

Put your note cards into different categories. For a presentation on coyotes, your first category might be "what coyotes eat." Your next category of notes might be "where coyotes live." As you sort your note cards, you will find that some

A photograph of two students sitting at a desk in a library. The student on the right is a young woman with long dark hair, wearing a green zip-up hoodie, looking down at a book or paper. The student on the left is a young man with glasses and curly hair, wearing a plaid shirt, looking towards the woman. The background is filled with bookshelves containing many books. The lighting is soft and focused on the students.

Just like when you write a research paper, you will have to draft and revise your oral presentation. This will ensure that you are giving your audience clear information.

## OUTLINE IN PROBLEM-SOLUTION ORDER

Here is a great example of an outline. Outlines can help you stay organized and write a clear and meaningful presentation.

**PROBLEM:** How to be more Earth-friendly

**MAIN IDEA:** Recycle at home and school (Solution 1)

**SUPPORTING DETAIL:** What items can be recycled

**SUPPORTING DETAIL:** How to set up recycling bins

**SUPPORTING DETAIL:** Recycling tips

**MAIN IDEA:** Use less water (Solution 2)

**SUPPORTING DETAIL:** Turn off water while brushing teeth

**SUPPORTING DETAIL:** Tell your family to fix drippy faucets

**SUPPORTING DETAIL:** Take shorter showers

**MAIN IDEA:** Make nature-friendly choices (Solution 3)

**SUPPORTING DETAIL:** Plant a tree


**SUPPORTING DETAIL:** Walk or ride bikes to save gas

**SUPPORTING DETAIL:** Cut six-pack plastic rings so they don't choke animals

information doesn't fit—or you might have too much! Leave out items that don't belong in your three main sections. Keep information that will grab your audience's attention.

Once you have decided on your sections, you need to create a writing plan. An **outline** is a popular type of writing plan. It is a numbered list of all of your main ideas and supporting details in order. You can write your plan in your notebook or type it on a computer.

Decide on an order for the sections of your presentation. What order would make it easiest for the audience to follow what you say? Chronological order is often a good choice. This means you talk about events in the same order they hap-



Creating a visual aid for your presentation will help you to give information to your audience.

#### PROCEDURE

1. Add the honey
2. Then Kero Syrup
3. Next Pancake Syrup
4. Add dish soap
5. Water next
6. Then Veg oil
7. Rubbing Alcohol
8. Lamp oil last



pened. Another option is to start by describing a problem, and then listing a few solutions.

Once your writing plan is ready, you can begin drafting. A draft is one try at writing something. While you draft, remember that good presentations have a beginning, a middle, and an ending (three parts, remember?).

## A THREE-PART PRESENTATION

The introduction, or beginning, has many purposes. First, you'll introduce yourself and your topic. After that, try to grab your audience's attention with an interesting question or even a joke. Talk with your audience to get them involved. Can you begin with an audience trivia challenge? Is there a short game you could have audience members play? Maybe you could start with a sing-along, or a short video.

The body, or middle, of your presentation is based on your outline. It has each main idea followed by your supporting details. As you draft, keep in mind how long your presentation is supposed to be. Read your draft aloud and time it to figure out how long it will take to present it.

The conclusion, or ending, of your presentation is your last chance to connect with your audience. Sum up your main points. Give your listeners something to remember.


Use transitions to move between sections of your talk. Connecting words like *then*, *next*, *second*, and *finally* will link the sections together smoothly. Connecting words get your audience ready for something new.

Your draft will help you plan what to say in your presentation. You should also make notes about where you'll use a poster, a map, or a prop. You can also include notes about when to use sound or music clips, or where to act out an important event.

## REVISING

Once you have a finished draft, start revising. As you revise, think about how you can make your presentation sound like you as a person. Do you have a personal story that fits the topic? Can you make your words more exciting and specific?

Then decide how you will present the information. Will you memorize what you are going to say? This may be a good idea if you are doing a dramatic reading of a poem or a speech. You can also read your presentation word for word.



You can use your hobbies and talents to make your presentation special.

## PLAGIARISM: DON'T DO IT!

Here is one of the most important rules of writing and presenting: Never steal someone else's work! Breaking this rule is called plagiarism. To avoid this major mistake, you can do one of two things. The first option is to rewrite an author's information in your own words. The second option is to quote the original writer directly. In this case, you need to tell the audience who you're quoting. We're not just talking about words, though. This rule is also about pictures, songs, and videos. Remember: If you didn't do the work, someone else did! Always give them credit.

There is one exception! If you are quoting someone else during your presentation, write out the quotation word for word so you get it right. Also write down the source of the quotation, so you can tell the audience.

However, keep in mind that if you're reading the whole time, it will be harder to make eye contact with your audience. It will be difficult to use visual aids and technology. And reading something word for word can be boring!

A better choice is to use note cards. Each card lists a few keywords from each section of your talk. By following the cards, you remember what to say next. This method allows you to make eye contact with your audience.



## CHAPTER 5

# MAKE IT EXCITING!

**A**fter you've researched your topic and written down what you're going to say, it's time to make the final plans for what you are going to show. This is **Step 4**: Add visual aids.

## ENTERTAINING

Are there props you can use? If you are teaching the audience to do a magic trick, for example, use cards or a wand to show them how. Get permission to use your props at school. There might be rules against bringing in cell phones, skateboards, food, or objects with sharp edges. Also, check with the person who is lending you the props. (Don't take your dad's baseball card collection without his permission!) And don't forget to plan how you will get your props to



Visual aids can be anything from a poster to a costume.

the presentation. Can you carry them on the bus, or will you need a ride that day?

How about wearing a costume? A complicated costume can be distracting. But wearing your scout uniform while talking about your last scouting trip can make your presentation special.

## VISUAL AIDS

What kinds of visual aids will help your audience as you make your presentation? If you are talking about westward

expansion in the United States, you might show a map of the Lewis and Clark expedition. If you are doing a book report, you could create a chart or poster. Or try using the board, just like a teacher.

Book Title: *Peter Pan*

Author: J. M. Barrie

Important Characters: Peter Pan, Captain Hook, Tinker Bell, Wendy Darling

Choose one main idea for each visual aid. Clear and simple is best. Too much information might confuse your audience. For example, if you're talking about two different types of eagles, make two different visual aids.

## MULTIMEDIA

Sometimes you will have the exciting option of creating a multimedia presentation. Several computer programs can help you do this. One of the most popular is Microsoft® PowerPoint. These programs allow you to use photographs and videos in your presentation. You can also play MP3 audio files.

Your goal is to create a slideshow that helps present your information. Many presenters use bullet points to organize the information on each slide. Look at the student model below. Each bullet point has one important detail.

Your slides need to go beyond bullet points, though. Multimedia presentations need to tell a story. They also need a beginning, a middle, and an end.

It is easy to go overboard with technology. Don't use lots of animation and tons of bright colors to impress your audience. Too many tricks can be distracting.

You can even print out copies of your slides to use as your presentation note cards. Just remember not to read directly from the slides. Use the slides as reminders to explain more about your topic. Technology shouldn't do your presentation for you.

Consider some other forms of technology. For a talk about ice skating, you could show a video of an ice-skater performing. If your report is on France, you can play some French music. Again, just remember to choose technology that adds to your presentation instead of taking it over.

Here are some guidelines to follow when you are creating slides (notice the use of bullet points):

- Don't put too much information on one slide. Three or four lines of text is plenty.
- Limit the number of fonts to one or two.
- Choose fonts that are 18 points or larger so they are easy to read.
- Use a simple background.
- Choose just a few colors, perhaps three or four.
- Proofread your slides!



## CHAPTER 6

# LIGHTS, CAMERA... ACTION!

**A**fter you have decided and researched your topic, written your presentation, and figured out your props or audio and visual aids, it's time for **Step 5**: Rehearse and present! First, give yourself a day to practice your presentation alone, in front of a mirror. Get familiar with your note cards. Remember that the note cards are just a reminder of what you want to say.

Listen to yourself carefully. Does your presentation make sense? Is it easy to follow? Are you using correct grammar and appropriate language for your audience? Are there any words you can't pronounce? Are there any tongue twisters? Use a recording device to record yourself, if you'd like. Practice until you are comfortable with your presentation and you know it makes sense.



Now it's time to invite a relative or a friend to be your test audience. This gives you a chance to make final changes. Practice using your visual aids and technology. If your teacher gave you a rubric, show it to your test audience. A rubric is a list of your assignment's requirements. Since your teacher uses it to grade your work, your test audience should use it, too.

As you rehearse, check your timing. Keep in mind that it usually takes a little longer to give a presentation in front of a real audience. Then prepare a "to-do" checklist so you are all ready for the big day.

## TAKING THE STAGE

Before you know it, the day of your presentation will be here! You've worked hard to prepare and practice. But you might have one little problem: you're nervous! Butterflies seem to be staging a battle in your stomach. There is good news, though. A few jitters can actually help you do a better job. It's like a ball player getting pumped up for a big game.

Other times, the nerves take over. This is called stage fright. People with stage fright feel like they can't get up in front of an audience. But don't let stage fright stop you. Once you begin talking, you will find it is easier than you thought. Most people find that presenting is a lot of fun!

There are several things you can do if you feel nervous. You have already done one of the most important things. You have taken plenty of time to prepare and prac-



Practice your presentation in front of a mirror, so you know how you'll look to your audience. Figure out what you're going to wear before the day of your presentation, so you won't be stressed before the big day.

## TO-DO CHECKLIST FOR PRESENTATION DAY

Copy this to-do checklist on to a separate piece of paper. The day before the presentation, go over it to make sure you are ready. If you need to, you can add steps specific to your presentation.

### BEFORE SCHOOL

- Wear my special outfit
- Eat a balanced breakfast
- Brush hair and teeth
- Bring notes and visual aids to school

### BEFORE PRESENTATION

- Get a drink of water
- Visit restroom
- Make sure note cards are in order

### DURING PRESENTATION

- Take a deep breath and smile
- Find a friendly face in audience

### END OF PRESENTATION

- Thank the audience
- Smile and accept applause
- Answer audience questions

tice. That will make a big difference when you are standing in front of an audience.

Don't focus on being afraid. Instead, imagine yourself feeling confident and proud. Imagine everybody applauding because you've done so well. Remember to show the audience how excited you are about your topic. They will become excited too. This will help you feel sure of yourself.

Here's a tip: moving around will make your talk more interesting. Make hand gestures when you say something important. Point at a visual aid or write on the board. Draw your audience's attention.

And don't forget to breathe! Take a good, deep breath. That will help you relax.

If you are using a slideshow, talk to your audience, not the computer. Make sure not to rush. Give your listeners enough time to look at each slide.

## DRESSING FOR THE MOMENT

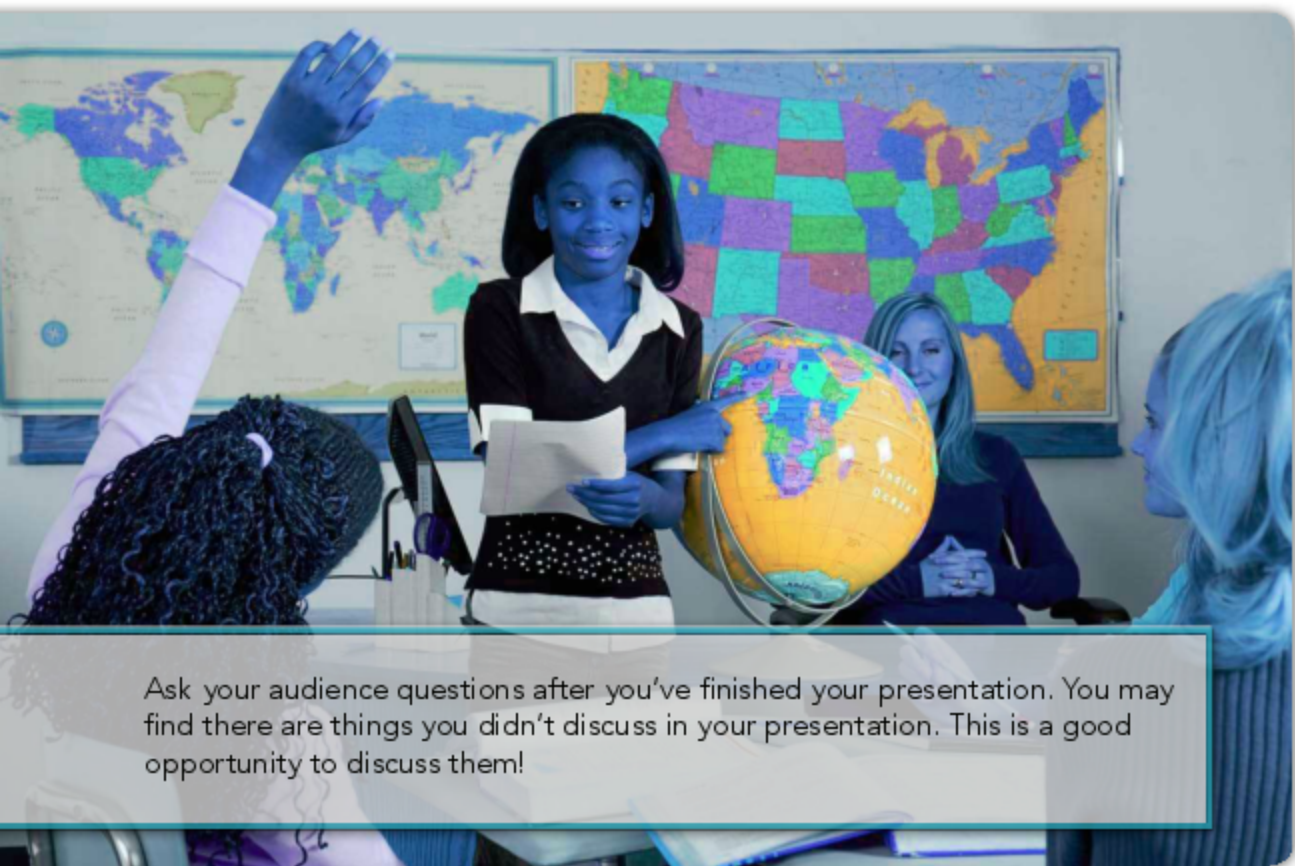
Looking your best will help you feel more confident. You don't have to wear a suit or a fancy dress. Just make sure your clothes are clean and comfortable. They should fit in with what your school or group allows. Avoid wearing T-shirts with funny sayings. Take off that jingly jewelry! You don't want to distract the audience.

Speak clearly. Don't rush! Nerves can make you talk too fast. Avoid "filler" words or sounds such as "like" or "um." Make

sure you are talking loudly enough for the audience to hear you.

When you have finished speaking, ask if your audience has any questions. If you don't know every answer, that's okay. Just tell the audience member, "That's a great question, but I don't know the answer."

Finally, thank the audience for listening—and wait for the applause!



Ask your audience questions after you've finished your presentation. You may find there are things you didn't discuss in your presentation. This is a good opportunity to discuss them!



## CHAPTER 7

# TAKE A BOW

**Y**ou made it! Thanks to all of your hard work, your presentation probably went even better than you hoped. The final step in your presentation is **Step 6**: Review and publish. Evaluate yourself. What was the best moment of your performance? What made the audience react? What were your main challenges? How will you improve for next time?

Reflect on how you did at each stage of preparation and performance. You might want to write your thoughts in a notebook or on the computer. It also helps to sit down with a partner or group to talk through your presentation. The key is to do it soon after your presentation. Otherwise you'll forget all the details.

## SELF-REVIEW

Think about the job you did, and then answer these questions on a separate piece of paper. Your goal is to give an even better presentation next time.

- What did you do well?
- What were your challenges?
- What did you learn?
- What would you do differently for your next presentation?
- Did you spend enough time gathering and organizing your information? Explain.
- Did you spend enough time practicing? Explain.
- If you used visual aids or technology, how did it go?
- If you were nervous, what helped you get over it?

## A GOOD AUDIENCE

You may have noticed that the audience for your presentation made a big difference. Was your audience full of good listeners? Did they nod when you made good points? Did they laugh at your jokes? Did they ask interesting questions? Those are the signs of an attentive audience.

You can also work on skills that will make you a better audience member for other presenters. Pay careful attention.



If you've done your research and worked hard, your presentation will seem easier than you thought.



Keep your eyes on the speaker instead of staring out the window. Keep your notebook open so you can jot down notes or questions. Only ask questions that relate to the speaker's topic.

Another helpful step is doing a peer review with a classmate. It isn't always easy to give feedback. Some people focus only on the things that went wrong. If you do this, you might upset your classmate. Other people give feedback that is too general. For example, they say that everything was "great," even when it wasn't. This feedback doesn't give the presenter any ideas for how to improve.

It is best to offer both positive and constructive feedback. Start with something positive. Then think about what you can say that is honest but still kind and helpful. Offer three compliments before adding two ideas for improvement. It also helps to look at the rubric from your teacher. How well did your classmate follow the guidelines?

If you receive feedback for your presentation, consider it carefully. What did people enjoy the most? What do you need to work on? If you could give this presentation again, what changes would you make?

## PUBLISHING YOUR WORK

You worked hard on your presentation. But how can you make it useful to even more people? You find a way to publish it.

Perhaps you could make a video of your presentation. Then you could send the video to your local cable televi-

## PEER REVIEW FORM

Copy these questions on to another sheet of paper. Answer them about your peer's presentation. Ask them to do the same for you.

- Did the presentation have a clear beginning, middle, and end?
- Did the presentation have lots of descriptive details?
- What was the most interesting thing you learned?
- Did the presenter speak loudly and clearly?
- Did the presenter make eye contact with the audience?
- How were the visual aids and props?
- If you saw a slideshow, were the slides easy to follow?
- List three things you really liked.
- List three things you would change.



Sharing your work can be rewarding. Perhaps you'll be mentioned in a newspaper, or community announcement. You could also inform a wider audience about your topic.

sion station. Does your town have a talent show or a speaking competition where you could perform your poem? Maybe you could read your piece at a school assembly or over the loud-speaker. Perhaps you could perform at a nursing home, your brother's preschool, or for your scout troop. Remember that if you have used other people's work in your presentation, you may need permission to use it outside of school.

Then look for opportunities to give new presentations. Maybe you can join the drama club, become a member of the student council, or create an exhibit for the science fair. Find a local 4-H club. They can help you develop your public speaking skills.

One thing is sure. The more exercise you give your presentation "muscles," the stronger they will become!

# GLOSSARY

**accurate** Correct; without mistakes.

**animation** A visual effect that makes art or text move.

**audience** People who are watching or listening to something.

**bibliography** A list of all the sources used in a report or presentation.

**brainstorming** Coming up with as many ideas as possible.

**bullet points** Dots or symbols that set off each item in a list.

**chronological order** The order of events as they actually happen, one after the other.

**constructive** Helpful, such as feedback that gives specific ideas for improvement.

**dramatic reading** A presentation of a piece of writing.

The reader uses entertaining voices and shows the emotions of the writing.

**graphic organizers** Visual tools that help put information in order.

**impression** A lasting impact or effect.


**interview** A conversation with a person to find out valuable information.

**keywords** Words that relate to a certain topic. They help you find information about a topic on the Internet or in a library catalog.

**multimedia** Involving a mix of different media such as video, sound, animation, and illustrations.

**outline** A numbered list of the ideas that will be in a report.

**peer review** The process of giving feedback to someone in your class or group.



**persuasive** Able to make someone believe or agree with something.

**pivotal** Very important.

**plagiarism** Using someone else's work without giving them credit, as if it were your own.

**prewriting** Getting organized before you write.

**props** Items used to demonstrate something, such as an umbrella used to show how to stay dry in the rain.

**publish** To put a work of writing or art in final form and present it to the public.

**quote** To repeat the exact words that somebody else said or wrote.

**reference materials** Books, encyclopedias, websites, or other sources that contain basic information.

**research** The process of finding information about a topic.

**rubric** A guide that shows how your work will be evaluated.

**slides** The individual pages of a multimedia presentation.

**sources** Things that give you information, such as books, magazines, websites, and people.

**technology** Machines or other tools that help people complete a task. For a presentation, common technology includes computers, video cameras, and CD players.

**visual aids** Physical objects with pictures that help explain information, such as maps, photographs, props, and charts.

# FURTHER READING

## BOOKS

Elizabeth, Mary. *Painless Speaking, 2<sup>nd</sup> Ed.* Hauppauge, NY: Barron's, 2012.

Nemzoff, David. *Public Speaking for Kids, Tweens, and Teens—Confidence for Life!*. Leesburg, VA: Gabberz Publishing, 2016.

O'Neal, Katherine Pebley, *Public Speaking: A Student Guide to Writing and Delivering a Great Speech.* Waco, TX: Prufrock Press, 2005.

## WEBSITES

### 4-H

<http://www.4-h.org/>

You can improve your presentation skills by joining 4-H and other groups!

### NeoK12

<http://www.neok12.com/Public-Speaking.htm>

Tips and videos for creating the best presentation you can!

### PBS.org

<http://pbskids.org/zoom/activities/playhouse/>

Great ideas for putting on a play with your classmates.

## Book Index



Future Ready Oral and Multimedia Presentations

Future Ready Oral and Multimedia Presentations *Lyric Green and Lisa Bullard. Future Ready Project Skills New York, NY: Enslow, 2018. 48 pp.*

This book will show students how to create oral and multimedia presentations, a part of every person's education. These skills will be used through college and beyond, and they will be very useful to students for many years to come.

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