



# Wolverhampton Speakers Club

## Section B Exercise 9a – Giving a Presentation

The speaker will present a PowerPoint presentation from a pre-prepared set of presentations avoiding the usual pitfalls.

### For This Exercise

- Presentation chosen?/Produced own?
- If produced own, not too many slides?
- Still a speech?
- Support rather than lead presentation?
- Talked to audience, NOT slides?
- Maintained eye contact?
- Stance and speaking position?
- Correct use of equipment?
- Audience interest and rapport?

### General Techniques

Construction	Voice
<ul style="list-style-type: none"> <li>• Easy to follow?</li> <li>• Clear Beginning/Middle/End structure?</li> <li>• Does speech need signposting Y/N?</li> <li>• If so, is there clear signposting?</li> <li>• Powerful opening?</li> <li>• Powerful ending?</li> </ul>	<ul style="list-style-type: none"> <li>• Clarity?</li> <li>• Pronunciation?</li> <li>• Varied pitch and volume?</li> <li>• Varied pace?</li> <li>• Correct use of pauses?</li> <li>• Not tailing off?</li> </ul>
Notes	General
<ul style="list-style-type: none"> <li>• Were notes used?</li> <li>• Did the speaker read the notes?</li> <li>• Were the notes obtrusive or distracting?</li> <li>• Pause to scan notes?</li> <li>• First sentence memorised?</li> <li>• Last sentence memorised?</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable subject?</li> <li>• Stance?</li> <li>• Gestures?</li> <li>• Mannerisms?</li> <li>• Use of language?</li> <li>• Audience rapport?</li> </ul>

### Techniques From Previous Exercises

<ul style="list-style-type: none"> <li>• Speech Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Notes</li> </ul>
<ul style="list-style-type: none"> <li>• Using Your Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Word Painting</li> </ul>

### Possible Recommendations

- Move on to next Exercise
- Repeat Exercise with same speech
- Repeat Exercise with a new speech