

## Tip Sheet for Delivering Group Presentations

Have your group members considered the following tasks?

Try to have each group member help with all aspects of the assignment, not just what is familiar, so that each person develops presentation skills and strengths.

- All group members are responsible for checking the referencing and paraphrasing of research content, and together the group should build slides that are low-to-no text (used for visual aid images and pictures only).
- Ask your instructor to borrow a remote mouse from the library to use on presentation days so that you can walk around the front of the room and don't stay behind the computer during the presentation.
- Did everyone review the referencing and paraphrased material (together) for any mistakes?
- Are the slides used for charts, images, etc. and not speaker notes (low-to-no text)?
- Have you planned a creative way to start the presentation that connects to your topic?
- Has each speaker planned one specific thing to say to connect the audience to the topic (relevance) during their section of the presentation?
  - Speaker 1:
  - Speaker 2:
  - Speaker 3:
  - Speaker 4:
  - Speaker 5:
- Does everyone speak fairly equally during the presentation?
- Does everyone know all the sections so that if information is forgotten, others can fill in?
- Have the speakers practiced how to transition smoothly from slide to slide, point to point, and speaker to speaker?
- Have you practiced how to lead the class discussion and questions? How will you know which group member will answer which question?

Practice the presentation together as a group as many times as you can. The more you hear each other, the more you can help each other. The more you practice out loud, the more you can develop a rhythm that helps you remember the content and feel comfortable. Offer each other advice about how to improve.

- Have you practiced where and how to stand and what to look at when someone is speaking?
- Have you practiced how to work as a group with your slides? Who will transition the slides?
- Have you practiced using your voice so that it is engaging and expressive?
- Are you speaking loudly enough and at a pace that is comfortable for the audience to follow? Have group members check each other's speaking pace and volume and make suggestions.
- Are you looking at members of the audience as much as possible (eye contact)?
  - Have you built moments in your speaking part that allow you to look at audience and connect?  
-Ask a question, give an example or description
- If you use notes, have you practiced how to hold the notes and still make supporting gestures?
- Have you looked at each other's gestures and made suggestions on what to use to highlight your speaking words and look comfortable and conversational?