

*Structured Outline and Guided Notes – Sample Handout*

**10 Tips for Engaging Presentations - Indistar Webinar**

Outline:

The 10 “ingredients” for engaging presentations suggested during this webinar are:

1. Purpose/Planning
2. Audience
3. Time
3. Relevant Content
5. Delivery
6. Humor/Emotion
7. Story Telling
8. Personal Connection
9. Interactivity (Questions/Polls ~ Guided Notes ~ Choral Responding)
10. Slide Design (Content & Visuals)

Notes:

**Purpose/Planning**

Always start with a message, not a topic.

When presenting, always remember to simplify your message.

**Audience**

WAIT (presenter): Why am I talking?

WAIL (audience): Why am I listening?

**Time**

Time shouldn't be about how much you can get into the session, but how much the audience may take away from it.

## Relevant Content

People need context for new information. “Advance organizers” provide \_\_\_\_\_.  
In presentations these may be: overview slides, section headers, and even slide titles.  
Avoid bullet points unless absolutely necessary.

## Delivery

Ways “delivery” can promote engagement include:

Gestures, posture, language, voice, pace, cadence, projecting confidence

## Humor or Emotion

Use strong imagery to encourage emotion.

Any use of humor, or evoking emotions, should be used meaningfully. It works best when tied to the presentation theme or content in some way.

## Story Telling

8 classic storytelling techniques for engaging presentations

term	description
monmyth	help you to explain the trials & tribulations that have brought you to the wisdom to share
mountain	a series of small challenges and rising action before a climactic conclusion
nested loops	layer three or more narratives with the most important story in the center
sparklines	contrast or compare what is with what could be
in medias res	begin your narrative in the heat of action, then start over at the beginning & how you got there
converging ideas	how different strands of thinking came together to form one product or idea
false start	a seemingly predictable story, that is unexpectedly disrupted and begins over again
petal	organizing unconnected stories around one central concept that relate back to a single message

### **Personal Connection**

Connect with your audience Tell personal stories. By being humorous and real, you are approachable and it's easier to connect with your audience.

*What personal stories might you tell for this topic?*

### **Slide Design**

Some experts recommend no more than:

6 words per slide, and

1 slide(s)/minute of time.

### **Extra Credit**

*Write a question from the presentation to ask your peers.*