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
4. 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

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