

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. P _____ /P _____
2. _____
3. Time
4. _____
5. _____
6. Humor/Emotion
7. _____
8. Personal Connection
9. _____
10. _____

Notes:

Purpose/Planning

Always start with a _____, not a topic.

When presenting, always remember to simplify your _____.

Audience

WAIT (presenter): _____

WAIL (audience): _____

Time

Time shouldn't be about how much you can get into the session, but how much the

_____.

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 b_____ p_____ unless absolutely necessary.

Delivery

Ways “delivery” can promote engagement include:

Humor or Emotion

Use strong _____ to encourage emotion.

Any use of humor, or evoking emotions, should be used meaningfully. It works best when _____.

Story Telling

8 classic storytelling techniques for engaging presentations

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

Personal Connection

Connect with your _____. Tell personal _____. 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:

___ words per slide, and

___ slide(s)/minute of time.

Extra Credit

Write a question from the presentation to ask your peers.