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

<table>
<thead>
<tr>
<th>term</th>
<th>description</th>
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<tbody>
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<td>help you to explain the trials &amp; tribulations that have brought you to the wisdom to share</td>
<td>a serious of small challenges and rising action before a climactic conclusion</td>
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<td>layer three or more narratives with the most important story in the center</td>
<td>contrast or compare what is with what could be</td>
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<td>begin your narrative in the heat of action, then start over at the beginning &amp; how you got there</td>
<td>how different strands of thinking came together to form one product or idea</td>
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<td>a seemingly predictable story, that is unexpectedly disrupted and begins over again</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 __________. 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.