

Practicing Presentations

The most important aspect of preparing for a presentation is actually speaking. We tend to only *think* about what we will say in our presentation. We must actually practice speaking because thinking and speaking are two completely separate processes. Below are some methods to practice your presentation.

Practicing the Content		Practicing the Presentation	
Before practicing the actual presentation, get comfortable articulating the content of your topic.		Now that you're comfortable with the content, start practicing the presentation itself.	
Have conversations	<p>One of the best things you can do is simply have conversations about your presentation content/material</p> <p>You can also have conversations about the material in individual sections</p> <p>Conversations are an excellent way to get comfortable articulating the material.</p>	Record individual sections	<p>Recite each individual section and record the process</p> <p>Re-watch each section and pay attention to these aspects:</p> <ul style="list-style-type: none"> - Timing - Filler terms and sounds <ul style="list-style-type: none"> - "Like", "um", etc. - Nonverbal gestures like: <ul style="list-style-type: none"> - Hand gestures - Eye contact - Posture - Body movement and potential fidgeting - Tone and volume - Pace, tempo, and pauses - Facial expressions - Are you saying exactly what you want to say?
Randomize and recite	<p>Write each individual section on a note card</p> <ul style="list-style-type: none"> - Introduction - Main point 1 - Main point 2 - etc. <p>Randomly draw one card at a time</p> <p>Quiz yourself on the topic and order of each section</p> <p>Articulate everything you know that is related to that section of your presentation. even if it might be excluded.</p>	Record the entire presentation	<p>Now it is time to put it all together and record yourself practicing your entire presentation</p> <ul style="list-style-type: none"> - Pay attention to all the same aspects <p>Specifically pay attention to the clarity of the material, especially your main point.</p>

3:1 rule of practice: Aim to practice articulating your material 3x for every 1 minute you'll be speaking. *Each conversation and individual section counts towards this total.*

*For specific help or clarity, please reach out to CGU's Big Pitch Public Speaking Specialist, Matthew Higgins @ matthew.higgins@cgu.edu