



#8 Presentation

A GOOD PERFORMANCE

In this unit, the basics of a good presentation are discussed. Through practical exercises, the trainees can immediately try out what is important for successful realisation. The evaluation in the group reveals strengths. The trainees also receive tips on what they can do better next time!

PROCESS

No.	Content	Time	Material
1	Warm up Idea 1 Idea 2	10 Minutes 20 Minutes	Questions Handout „Introduction“
2	Definition	10 Minutes	
3	Helpful tips	20 Minutes	Handout „Presentation and Rhetoric“
4	How to deal with excitement?	5 Minutes	-
5	Practice makes perfect	45-60 Minutes	

1. WARM-UP

Idea 1: Concentric circles (for larger groups)

This warm-up really gets the trainees talking! Form two circles: some people stand in an inner circle, the others in an outer circle. The inner circle turns to face the outer circle so that each person stands opposite a partner. Now ask one question after another (e.g. “How do you cook your favourite meal?”, “Tell me about your best experience ...”). Both partners should answer, but keep it as short as possible. After each question, the outer circle rotates and everyone gets a new partner.

Idea 2: Short presentations in 100 seconds (for smaller groups)

The trainees work in pairs. They receive a handout with various questions and ask their partner these questions. They have about 5 minutes per person to prepare. Each person then has 100 seconds to introduce the other person to the group.

2. DEFINITION

Many people are familiar with giving presentations from their school days. A successful presentation is not only about the content, but also about the way you speak.

Rhetoric means "the art of speaking". There are various rhetorical techniques and stylistic devices that can be used to make a speech or presentation more appealing.

Together with the trainees, we look at the basics and rules for giving presentations. For this purpose, you can place or draw the outline of a person on a large poster and the trainees are given pieces of paper and pens on which they can write down the rules. They stick the tips onto the poster in the appropriate place on the body (for example, "stand firmly on both feet" near the feet).

Questions for the trainees:

What presentation rules do you already know?

What is important when giving a presentation?

3. USEFUL TIPS - PRESENTATION AND RHETORIC

Here is a brief overview of the tips. The tips are described in more detail in the attached document.

You can discuss either the short version or the detailed version with the trainees.

* **Eye contact**

It is important that we look our audience in the face. There are people sitting in front of us and not just a crowd that you "talk at." You have something important to say!

* **Stand firmly on both feet**

How you stand has a big influence on your impact. Stand with both legs parallel to each other on the floor. They shouldn't be too far apart, but they shouldn't be right next to each other either. Don't cross or knot your legs. This makes you look very insecure.

* **Use your hands**

The biggest problem we usually have is what to do with our hands: Where should they go when we speak? Sometimes we have something in our hands: moderation cards, a microphone, ... If you don't have anything in your hand, think about how you can use your hands to support what you are saying.

Things to avoid:

- * Hands in trouser pockets
- * Crossed arms
- * Hands on hips
- * Pointing at listeners with your finger

* **Clothing**

We usually have a sense of what we should wear. Nevertheless, it is important to consider what kind of outfit is appropriate for the occasion.

* **Language**

No matter where you are speaking and how many people are listening to you: Everyone should understand you. Both acoustically and in terms of content.

Speak in simple, short sentences. And speak vividly: we remember content much better if we can visualise it well. Think about how you can make your presentation more vivid with a picture or object. Or even better: get people actively involved.

* **Feedback**

If possible, ask someone to observe your presentation and give you feedback. This can help you improve your rhetoric and presentation skills.

* **Resources**

Presentation cards are very helpful so that you don't lose your train of thought during the presentation. Here are a few helpful tips:

- * Card size: minimum DIN A6, maximum DIN A5
- * Use slightly thicker paper
- * Label the cards on one side only. This looks more professional and won't confuse you when changing cards.
- * Presentation cards are not reading texts. Present your content as freely as possible. The text on the cards is only a memory aid!

Question for the trainees:

What tips do you find helpful? What can you add?

4. HOW TO DEAL WITH EXCITEMENT?!

Feeling nervous or excited is completely normal! But it can feel unpleasant. It can make you want to hide away somewhere until it's all over!

However:

1. Nervousness can actually be important and valuable. When our body is tense, it produces more adrenaline. This makes us more alert and focused! We perceive everything that happens around us much more clearly. This is useful when giving a presentation: we don't just stubbornly go through our script. We can notice much better how our audience reacts. This enables us to respond to these reactions better.

2. What's the worst that could happen? Nervousness won't do you any harm if you are well prepared. You've thought about what you want to say. You've written down the most important things. And you've prepared the room in advance. If you slip up or lose your train of thought, it's no big deal! Nobody is perfect!

3. Smile:)
Ask someone you trust to support you beforehand. Sometimes the people who are listening to you don't look directly at you. Then it helps to have someone in the audience who smiles at you. Their positive energy motivates and encourages you!

5. PRACTICE MAKES PERFECT!

Now it's the trainees' turn! They may choose one topic or activity to present from various subject areas.

Suggestions for the exercise:

- Explain a game during a leisure activity
- Welcome the trainee group and explain today's topic
- Present a topic or project that interests you
(sports/society/fashion/politics/food/psychology/...)

Preparation:

It is important that the trainees understand what their task is. It is not about giving a presentation with a perfect presentation. The trainees should practise standing in front of a group and presenting something. They have 15 to 20 minutes to prepare their presentation. It should not be longer than 3 to 5 minutes.

For this exercise, the group should be as small as possible: 4-5 people maximum.

If the group is larger, it might make sense to split it into two groups for this exercise. On the one hand, this creates a more protected setting for those presenting, and on the other hand, it shortens the time needed for the presentations and the evaluation.

Presentation:

At the beginning, briefly explain the situation in which the presentation will take place.

Then the trainee gives the presentation.

At the end, the trainee should be applauded, which helps them relax and lightens the mood ;)

Discuss with the trainee whether the presentation can be recorded. This can feel like a big step! However, watching it after the presentation is one of the best ways for the trainees to learn from it.

Evaluation:

After the presentation there is a short evaluation. It is helpful if each trainee focuses on observing one or two specific points. For example, one person can pay particular attention to the facial expressions and gestures of the presenter. Another person pays attention to the voice and speaking speed. This keeps everyone involved.

The tips on rhetoric and presentation given above can be helpful.

Structure of the evaluation:

1. The person presenting briefly says how they feel and what they noticed.
2. The observers express their impressions. First the positive points and then the tips.
3. If the presentation was recorded, it is watched together. This allows the person who gave the presentation to get an impression and put the feedback into context.
4. The trainer summarises the feedback again.
5. The person who received the feedback briefly says what helped them and what they would like to tackle next.

Closure

If the group has been split up, it is important that there is a short closing round together.

This can simply be a short round in which everyone shares what they found helpful today, what they are taking with them and what they are leaving behind.

THE ONE-ON-ONE CONVERSATION

Discussion impulses:

1. Do you like speaking in front of a group? Or do you feel uncomfortable? Why?
2. What topics would you like to be really knowledgeable in?
3. What can others learn from you?

GOOD QUESTION!

Are you jealous of other people who can speak in front of many people or who are very popular? How can you deal with those feelings?

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