

Do you have an upcoming presentation you will be delivering? Sometimes starting the process is the most difficult part. Use this guide to help organize your thoughts during the preparation phase of your presentation.

#### Suggestions for preparing a presentation

- Begin preparing by deciding what you will be presenting. Sometimes you have a choice on what you will be presenting. If that is the situation you are in, choose a topic you are either interested in, or knowledgeable about. This will help build credibility and bring enthusiasm to your presentation. This can also help to reduce communication apprehension and anxiety.
- Decide what the general purpose and specific purpose of your presentation is going to be
  - To inform your audience? To persuade your audience?
  - What specific aspect of your topic will you be talking about?
- Determine your central idea (thesis statement)
- Consider your audience. (Interests, abilities, demographics, etc.)
- Create an outline to help organize your speech
  - Introduction with a great attention getter
  - Body of your speech
  - Conclusion
- Practice, practice, practice
  - Seek feedback
  - Ask a friend or peer to listen to your speech
  - Record your speech and watch it yourself. Identify areas you can improve

Public speaking is similar to many things. It is a skill that can be improved with practice.

## The Speaking Center

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