# Hints for Class Presentations

1. Practice.

2. Get in and get out gracefully.
   - Make sure you have a good opening and closing line
   - Provide an orienting context, a reply or follow-up to what someone else has just said, an acknowledgement of the previous speaker, etc.
   - If you are part of a team, conclude with a good hand-off to the next speaker

3. Give a roadmap of your presentation: (1) tell them what you're going to tell them, (2) tell them, and (3) tell them what you told them.

4. Organize your presentation in a format that makes them easy to absorb – e.g., 1, 2, 3, summary.

5. If the presentation is to be longer than a few minutes, use visual aids to orient and engage your audience. Slides are often better than handouts, as there is often a danger that the audience will start flipping through the handouts noisily, distracting others and sometimes themselves. For the graphical presentation of data, consult Edward Tufte, *The Visual Display of Quantitative Information*, 2nd Edition (Cheshire, England: Graphics Press, 2001).

6. Where possible, invite questions and audience participation. If you think you might be pressed for time, however, make sure to wait until you have finished your presentation to take questions.

7. If your will be interrogated or cross-examined afterward (for example, if you are presenting to an academic audience or a legislative oversight body), anticipate the questions that you may be asked and come with prepared answers. If you do not like the question and cannot answer it, say why it's the wrong question, explain what the right question is, and answer that one.

8. Practice.

9. Practice again.

10. And finally, PRACTICE!

*****If you want to sound smart but are not slated to present, prepare a question on the materials to ask at the appropriate time.*****