

Portfolio Presentation Basics

STEP 1 - KNOW YOUR AUDIENCE AND THE PURPOSE OF YOUR PRESENTATION

WHO is your audience? Think about the kind of presentation you'd like to hear, and include things to keep it interesting.

WHEN will you be speaking? Audiences may be more alert in the morning. Know the date and time for your presentation and be ready to go at that time with a well-prepared presentation.

WHERE will you be? Will you be making your presentation in the classroom or in an auditorium?

WHY has the audience gathered to hear your presentation? Do they understand why you will be making a presentation to them?

WHAT do you want the audience to know or learn about you from your presentation?

STEP 2 - DECIDE WHAT TO TALK ABOUT

Think about what you want your audience to know about you.

STEP 3 - GATHER INFORMATION

Giving a presentation on a topic you already know something about is easy to research, especially if you have already completed the work and put it in your portfolio. Select the information from your portfolio and make good notes of what you want to say to your audience in order to organize your ideas.

STEP 4 - ORGANIZE YOUR INFORMATION

Arrange notes in the proper order and organize them into a logical beginning, middle and end. Try to start your presentation by grabbing your audience's attention and telling them what you're going to tell them. Then you'll tell them more about yourself and your planks, skills, abilities, and accomplishments. At the end, plan to tell them what you've told them, reviewing what you've said and summarizing the topic.

STEP 5 - PRACTICE YOUR PRESENTATION

Give your presentation to yourself, in front of a mirror or recorded on an audio or videotape. Try to see and hear what your audience will experience. Make any changes needed that will make your presentation more effective. Rehearse your presentation in front of a friend or small group until you're comfortable.

STEP 6 - GIVE YOUR PRESENTATION

Focus on your strengths! Try to relax and make good eye contact with your audience, or look just above their heads if you're a bit nervous. Speak clearly, loud enough for everyone to hear. And when your presentation is finished, let your audience know you're done. Say something like "Thank you for listening" or just smile and return to your seat.