Sample Topics
Directions: Choose a topic that you will present during and at the end of today’s workshop. Pick the topic you know the most about or have the most to say about. If these topics disinterest you or if you do not know anything about these topics, you may choose a different topic. Write the new topic below.

- What was one thing you learned since coming to college that incoming students need to know?
- What is the one piece of advice you would give to an incoming freshman?
- How do you use public transportation in the Bay Area? Which type of transportation is the most useful, if any, and why?
- If you had a guest that can only visit you in San Francisco for a day, which place must they visit and why?
- Which team will win the World Series? Why?
- How do you fry an egg?
- Other:

________________________________________________________________________
________________________________________________________________________
Preparation and Brainstorming

Directions: Answer as many questions as you can below. Your answers will help you brainstorm and prepare for your presentation.

Analyze your Audience:
1. What do they already know? What might they need to know?

2. How is your topic important to your audience?

3. What should the audience do/feel after listening to your presentation?

Know the Subject:
1. What are you going to talk about?

2. Do you need to research your topic? What kinds of research will you need? What do you already know about the subject?

Determine the Purpose of the Presentation:
1. What is the purpose of the presentation? What is the main point you want to convey?

2. What do you want to achieve with this presentation?
Identify effective supporting information:
1. What information will best support the purpose or thesis of the presentation?

Possible visuals to incorporate into your presentation:
1. Do you need any visual aids for your presentation? Would your audience benefit from visual aids?

2. If yes, what kind of materials can you use for your presentation?
**Organizing and Structuring Your Presentation**

Directions: Fill in the outline based on your paper, project, and/or other research.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Introduction</strong></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Name:</td>
</tr>
<tr>
<td>b.</td>
<td>Qualifications to Speak:</td>
</tr>
<tr>
<td>c.</td>
<td>Greet and Engage the Audience</td>
</tr>
<tr>
<td>i.</td>
<td>Hook the audience with comedy, an anecdote, or an interesting fact:</td>
</tr>
<tr>
<td>d.</td>
<td>Introduce Topic</td>
</tr>
<tr>
<td>i.</td>
<td>The topic of the presentation:</td>
</tr>
<tr>
<td>ii.</td>
<td>Context or necessary background information for the audience:</td>
</tr>
<tr>
<td>e.</td>
<td>Explain Purpose or Goal of the Presentation</td>
</tr>
<tr>
<td>i.</td>
<td>What is the thesis or goal of the presentation (or paper/project):</td>
</tr>
<tr>
<td>ii.</td>
<td>General Purpose:</td>
</tr>
<tr>
<td>iii.</td>
<td>Specific Purpose:</td>
</tr>
<tr>
<td>f.</td>
<td>Preview outline/structure for the rest of the presentation</td>
</tr>
<tr>
<td>i.</td>
<td>Main Point 1:</td>
</tr>
</tbody>
</table>
ii. Main Point 2: _____________________________________________________________

iii. Main Point 3: ___________________________________________________________

II. Body: Main Point 1
a. Main Point: ___________________________________________________________________

b. Supporting Information: _______________________________________________________

c. Supporting Information: _______________________________________________________

d. Supporting Information: _______________________________________________________

e. Transition to Next Point: _____________________________________________________

III. Body: Main Point 2
a. Main Point: ___________________________________________________________________

b. Supporting Information: _______________________________________________________

c. Supporting Information: _______________________________________________________

d. Supporting Information: _______________________________________________________

e. Transition to Next Point: _____________________________________________________

IV. Conclusion
a. Restate the purpose of the presentation: _________________________________________
b. Summarize the main points:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________


c. Signal the end of the presentation:

__________________________________________________________________


d. Exit with a closing “hook”- an anecdote, rhetorical question, something to remember:

__________________________________________________________________


e. Thank the audience and open up for questions, comments, and discussion.
## Rehearsal and Practice

### 1st Rehearsal

<table>
<thead>
<tr>
<th>Section of the Presentation</th>
<th>Planned Timing</th>
<th>Actual Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
<td></td>
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<tr>
<td>Body: Main Point 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body: Main Point 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body: Main Point 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusion</td>
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<td></td>
</tr>
</tbody>
</table>

**Total Planned Timing:**

**Actual Length of Presentation:**

### 2nd Rehearsal

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</thead>
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<td></td>
<td></td>
</tr>
<tr>
<td>Body: Main Point 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body: Main Point 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body: Main Point 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Planned Timing:**

**Actual Length of Presentation:**
Cue Card/Outline Template

Whether you decide to use an outline or cue cards to help jog your memory during the presentation, you must limit the amount of text you have to read. This will allow you to stay engaged with your audience as much as possible.

Outline

I. Intro:
   a. Thesis/Purpose:

II. Main Point 1
   a. Key Word 1 for Supporting Info
   b. Key Word 2 for Supporting Info
   c. Key Word 3 for Supporting Info

III. Main Point 2
   a. Key Word 1 for Supporting Info
   b. Key Word 2 for Supporting Info
   c. Key Word 3 for Supporting Info

IV. Main Point 3
   a. Key Word 1 for Supporting Info
   b. Key Word 2 for Supporting Info
   c. Key Word 3 for Supporting Info

V. Conclusion:
   a. What do you want your audience to remember?

Cue Card

1. Intro:
   Thesis/Purpose:

2. Main Point 1:
   Other Key Words:

3. Main Point 2:
   Other Key Words:

4. Main Point 3:
   Other Key Words:

5. Conclusion: Audience needs to remember ______________.
Helpful Phrases and Transitions
(from Canberra.edu.au and engr.ncsu.edu)

Introduction

To Greet the Audience
“How are you doing today?”
“Thank you for coming/attending this presentation.”
“Let’s begin” Or “Let’s get down to business” OR “Let’s get the ball rolling.”

To Introduce Yourself
“Let me introduce myself…”
“I am a ______ at _____…”

To Introduce Topic
“I am going to talk about…” OR “I plan to speak about…”
“The subject of my presentation is…”
“The theme of my talk is…”
“I have chosen to speak about this because…”

To Engage the Audience
“Have you ever heard of…”
“You may already know…”
“I feel that some of you…”
“Have you ever heard of/seen ___?”

State Purpose/Thesis
“This morning/afternoon/evening, I want to explain…”
“The purpose of this talk is to…”
“I will not speak about…”

To Outline the Rest of the Presentation
“I have limited my speech to…”
“I will concentrate on the following points”
“In the first part, I will…in the next section, I will…in part three, I am going to…In the last part, I would like/want…”
Body
“The next point is that…”
“Ok, now I am going to talk about…”
“Right, now I’d like to explain…”
“Of course, we must not forget that…”

For Listing Information
“There are three things to consider: ___, ___, and ___.”
“Now let us look at the first aspect”

To Give an Example
“Now let’s take an example…” OR “An example of this can be found…”
“To illustrate this…”
“For example/instance…”

To Rephrase
“Let me rephrase that…”
“In other words…”
“That is to say…”

To Summarize
“To summarize…” OR “To sum up…” OR “Let me summarize…”
“In short…”
“To recap what we’ve seen so far…”

To Emphasize
“What is very significant is…”
“What is important to remember…?”
“I’d like to emphasize the fact that…” OR “I’d like to stress/highlight…”
“What we need to focus on…”

To Refer to Something
“As mentioned/stated earlier” OR “As I have already said” OR “As we saw _____”
“As we will see later on…” OR “This will be the subject of part _____”
“We will go into more detail on that later.”
“I quote the words of…” OR “in the words of…” OR “according to…” OR “as so and so says in _____,”
“As you all may well know…”
“It is generally accepted that…” OR “As you are probably aware of…”
Conclusion
“What I’ve tried to show in this part/presentation…”
“To sum up…”
“So in conclusion…”
“Ok, to recap the main points…”
“At this stage, I’d like to run/review the main points…”
“As we’ve seen today…”
“I think you can now see that…”
“As a result, we suggest that…” OR “Based on this information, I propose…”
“My intention was…and it should be clear that…”
“Thank you for your time. Are there any questions or comments?”

Questions and Comments from the Audience
“I’d like to ask you to save your questions for the end.”
“There will be time at the end of my presentation for questions, comments, and/or discussion.”
“Does anybody have any questions?”
“Please stop me if you need me to clarify or explain.”

To Deal with Difficult Questions
“What do you mean?” OR “Can you rephrase the question?”
“How can I put it?”
“I’m glad you asked that question.”
“That’s a great question/comment.”
“Can I answer that question later?”
“I saw that in the work of…”
“I agree with you, but there is another way of looking at this.”

Transitions
Some types of transitions: logical, chronological, general to specific, known to unknown, accepted to controversial, cause and effect, problem and solution
“Now let us turn to point one/the next point…”
“Now that we’ve seen___, let us turn to…”
Bibliography


