

# Public Speaking and Strategic Narratives for Leaders

## Student Presentation-01 Instructions

### TOPIC

Your topic should be something you know well (and therefore will not have to research too much). Choose a topic others will be interested in. Be careful to focus your presentation on a specific aspect of your subject that you can cover in five minutes. A common mistake is choosing too broad a topic. For example: “Best Tourist Locations in Vancouver” would take a dozen presentations to cover. Do you mean restaurants? Historic sites? Entertainment? What age group are you talking about? A much better topic would be to narrow it down to “Best French Restaurants in Vancouver.”

Once you have your topic, make sure you have a theme — a specific angle on the topic that you bring to the presentation. For example, if your topic is “Best French Restaurants in Vancouver,” your theme might be that Vancouver has become a very good place to find French food because these restaurants are great!

### TIME

Presentations are short: five minutes divided into roughly four minutes for the presentation itself and one or two minutes for questions. Practicing with a timer is an essential preparation. Of the four minutes for your actual presentation, plan on 10-20% for the introduction; 65-75% body; and 10-20% for the closing.

### OUTLINE

Use the provided outline worksheet. Write in point form (phrases, keywords only). Use the outline or transfer it to note cards to keep you on track during the presentation. Email a copy of your outline to me at [danielthorpe@gmail.com](mailto:danielthorpe@gmail.com) before your presentation.

### FOCUS & STRUCTURE

Structure your presentation as an Introduction, two or three points (four maximum) in the Main Body, and a Conclusion. Again, do not try to overview a broad topic; focus on a closely defined subject you know well. Compare the following presentations:

Disorganised Presentation	Grouped/Organized Presentation
Topic: Wimibly Kayak Tours Theme: <b>None</b>  Safety assured New boats Experienced guides GPS electronics Flotation devices	Topic: Why Take a Kayaking Tour with Wimibly? Theme: <b>Safety</b>  <b>Introduction:</b> Kayaking is safe and fun with Winbly  <b>Main Body:</b> 1. Wimibly’s Guides are Safe  Experienced

<p>Affiliated with Association of Canadian Sea Kayak Guides</p> <p>Wilderness First Aid Certified Guides</p> <p>VHF radio equipped</p> <p>CPR certified guides</p> <p>Low client-to-guide ratio</p> <p>Spare-parts carried</p> <p>Boats are stable</p> <p>Weather radios</p> <p>Drybags provided</p> <p>Paddling jackets provided</p> <p>Pre-trip wet-exit training</p> <p>Wetsuits</p> <p>More!</p>	<p>Certified</p> <p>2. Wimbly's Gear is Safe</p> <p>Stable kayaks</p> <p>Modern electronics</p> <p>Good Clothing</p> <p><b>Conclusion:</b> Now you can see why Wimbly gives you a Safe and Fun way to learn Kayaking</p>
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## NOTES/STYLE

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Strive for a conversational delivery, including interaction with your audience, especially at the start. Limit the direct use of references and notes during the presentation. Do not prepare, read, memorize, or present a word-for-word speech.

## VISUAL AIDS

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You must use some form of visual aid, whether this is PowerPoint, the White-Board, or Props.

Your visuals help the audience follow the organization of your presentation; don't try to put all the details up on a slide. Limit the amount of text on your slides; the audience should be free to listen to most of your information - not read it. Use a large, easy-to-read typeface.

Any, questions, feel free to email me at: [danielthrpe@gmail.com](mailto:danielthrpe@gmail.com).