Presenting 101: The Basics for an Engaging and Comprehensible Presentation

Kris Nicholls, Ph.D.
Director, CABE PDS
How much experience have you had giving presentations?

Not much  
Done a few  
Done several  
Done many  
Done a lot
Personal “Fist of Five”

How would you rate your ability to give an engaging and comprehensible presentation?

- Not really
- Working on one
- Got one of the two down
- Working on doing both at the same time
- Regularly do both!
Guiding Questions

• How do you plan, organize, and deliver an engaging and comprehensible presentation?

• How do you actively engage participants so that they will understand and appreciate the importance of the message you are bringing?
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The Basics for an Engaging and Comprehensible Presentation

Kris Nicholls, Ph.D.
Director, CABE PDS
kris@bilingualeducation.org
Keys to an Engaging and Comprehensible Presentation
Think-Pair-Share

What makes a presentation comprehensible?
Three Keys

Plan
Organize
Deliver
Plan your presentation...

- In collaboration with district/site/organization representative(s)
- Become familiar with important district documents

What are some of the documents that you might want to review?
Plan your presentation...

- Explicitly connect to previous professional development
- Link to appropriate standards/framework
  - English Language Development (ELD) standards
  - Content standards
  - Curriculum framework
- Identify goals/outcomes/objectives/guiding questions for presentation
Plan your presentation...

- Know your stuff!  
- Connect to participants’ prior knowledge/experience  
- Build background as necessary  
- Align terms  
- Do not “paper” the participants!
  * only give them what you are covering
What connections did you make to the pointers on planning your presentation?
Three Keys

Plan
Organize
Deliver
Organize your presentation...

- **Determine time frame**
  * start, end, lunch, breaks, etc.

- **Identify location** (preview if possible)

- **Control the environment**
  * tables and chairs can be moved (and put back)

- **Request technology**
  * LCD, screen, speakers, microphone, etc.

- **Ask for number of participants** and role(s)
Organize your presentation...

- Organize presentation in a logical sequence aligned with objectives/goals/outcomes/guiding questions
- Identify comprehensible “chunks”
- Limit the length of time you talk
- Structure for opportunities for participants to talk
- Provide regular cognitive breaks

* Think-Pair-Share, etc.
What are two new things you learned about organizing your presentation?
Three Keys

✓ Plan
✓ Organize
✓ Deliver
What makes a presentation engaging?
Deliver your presentation...

Presentation program “pointers”

* Do not read the slide word-for-word
* Bullet points, not complete sentences
* “Less is more” limit the number of slides
* Ideal font size: 32 pt. (may be able to go lower on larger screen)
* Visual literacy: keep it clean, uncluttered; use graphics to engage and explain
* Use a presentation remote
Deliver your presentation...

- Do not turn your back on your audience
- Move around
- Start and stop on time
- Watch your rate of speech...
- Enunciate
- Have participants introduce themselves
- Have name tags or name plates
- Engage participants by name
What have you found engaging about this presentation so far?
Three Keys

- Plan
- Organize
- Deliver
Guiding Questions

• How do you plan, organize, and deliver an engaging and comprehensible presentation?

• How do you actively engage participants so that they will understand and appreciate the importance of the message you are bringing?
Think-Write-Pair-Share

How do you actively engage participants so that they will understand and appreciate the importance of the message you are bringing?

Then

Then
Thank you!

Kris Nicholls, Ph.D.
kris@bilingualeducation.org
626.814.4441  ext. 213