



# Teaching and Persuasive Communication: Class Presentation Skills

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B R O W N   U N I V E R S I T Y

## **Suggestions for Students**

Class presentations are usually fairly short (on the order of 10 minutes) so the amount of material presented must be lessened. If a longer class presentation is required for the course (on the order of 15 to 30 minutes), use the techniques and tips described in this manual to develop your presentation.

Here are some suggestions for short class presentations<sup>2</sup>.

Your presentation should incorporate these four basic elements:

1. State your main point clearly.

Limit yourself to one main point and state it clearly and succinctly. The content of the presentation should be chosen to illustrate and support your point.

2. Explain your main point.
3. Support your main point with evidence from other sources.
4. Conclude/restate your main point.

Restatement of your main point helps the audience to reinforce what they have heard and remember it better.

- Practice with others (roommates, friends, etc.).

State your idea in five or six different ways in order to solidify the idea in your mind and get beyond a set phrase, or a single way of expressing your idea.

- Speak, don't read.

Use note cards as cues: do not read your notes. The purpose of a presentation is to give the audience your ideas about a topic, not to read out a mass of unsynthesized data.

- Stay within the time limit.

Practice is critical for staying within the time assigned.

- Do not overload a short presentation with too many extras.

Too many visual aids, overheads, etc. distract from your ability to make your point clearly. Only use visual aids as critical illustrative material to support a specific point. If you use visual aids, you must take time to explain them. Otherwise, use handouts.