



# Tools To Make Your Presentations Great

- 1) We were designed to be hunters, so \_\_\_\_\_ and \_\_\_\_\_ capture our attention.
- 2) The single most important thing to remember when preparing and giving a presentation is to \_\_\_\_\_.
- 3) The very first thing you should say or do in your presentation, before you say hello or introduce yourself, is give an \_\_\_\_\_. The benefits of this are:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
- 4) You build a speech like you build a \_\_\_\_\_ and the elements include:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
  - f) \_\_\_\_\_
  - g) \_\_\_\_\_
  - h) \_\_\_\_\_
- 5) When preparing and delivering a presentation, tune into station \_\_\_\_\_ to create one or more ties to the audience.



- 6) A strong CLOSE delivered with punch –
- a) Establishes your \_\_\_\_\_.
  - b) Makes you \_\_\_\_\_.
  - c) Provides important \_\_\_\_\_ for the audience.
- 7) When deciding on the number of points you will cover or the number of benefits or features, remember: there is magic in the number \_\_\_\_\_ and a list of \_\_\_\_\_ items is also easy to remember.
- 8) The three R's of creating an audience focused presentations are:

**R** \_\_\_\_\_

**R** \_\_\_\_\_

**R** \_\_\_\_\_



- 9) We remember \_\_\_\_\_% of what we hear, but \_\_\_\_\_% of what we say and do.
- 10) “The person doing the most \_\_\_\_\_ is doing the most \_\_\_\_\_.”
- 11) “Learners don't argue with \_\_\_\_\_.”
- 12) “If your body don't \_\_\_\_\_, your brain don't \_\_\_\_\_.”

\*These last four quotes (#9-12) come from accelerated learning trainers Sharon Bowman and David Miers.



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## ANSWERS

1. We were designed to be hunters, so NOVELTY and UNIQUENESS capture our attention.
2. The single most important thing to remember when preparing and giving a presentation is to BE AUDIENCE CENTERED
3. The very first thing you should say or do in your presentation, before you say hello or introduce yourself, is give an ATTENTION GETTER. The benefits of this are:
  - a) IT CAPTURES THE AUDIANCES ATTENTION SO THEY STOP THINKING OF ANY THING BUT YOU- AND THE TOPIC
  - b) IT IS NOVEL AND UNIQUES BECAUSE THEY ARE EXPECTING GOOD MORNING MY NAME IS --- IT BREAKS THERE EXPECTATION
  - c) IT GIVES YOU AND THE AUDIENCE EXTRA CREATIVITY AND ENERGY

WHEN CREATING AN ATTENTION GETTER REMEMBER *TAP* MAKE SURE IT SUITS the  
T opic  
A udience  
P ersonality you wish to show the audience

- 5) You build a speech like you build a HOUSE and the elements include:
  - a) ATTENTION GETTER
  - b) TIE TO THE AUDIANCE
  - c) CREDIBILITY STATEMENT
  - d) COMMONALITY STATEMENT
  - e) PROCESS /GROUND RULES
  - f) PURPOSE STATEMENT
  - g) FRAME
  - h) BODY
  - i) CONCLUSION



- 6) When preparing and delivering a presentation, tune into station WIFM- WHAT'S IN IT FOR ME to create one or more ties to the audience.
- 7) A strong close delivered with punch –
- a) establishes your CREDIBILITY
  - b) makes you LOOK PROFESSIONAL AND POLISHED
  - c) provides important CLOSURE for the audience.
- 8) When deciding on the number of points you will cover or the number of benefits or features, remember: there is magic in the number 3 and a list of 7 items is also easy to remember.
- 9) The three R's of creating an audience focused presentations are:

**Rhythm**

**Rhyme**

**Repetition**



- 10) We remember 20% of what we hear, but 90% of what we say and do.
- 11) “The person doing the most talking is doing the most learning.”
- 12) “Learners don't argue with their own data.”
- 13) “If your body don't move, your brain don't grove.”

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