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## ***Class Presentations*** **Guidelines for Student Preparation**

**In order to present your work effectively to an audience, you need to prepare carefully and in advance.** Class presentations are an opportunity to demonstrate your understanding of a topic and to explain it to an audience. It is important to think about presentations in terms of how your audience will learn the information you are trying to impart. You will need to think about the **style** of your presentation as well as its content. This information sheet is intended to provide speakers with some guidelines for effective class presentations.

Remember the 60/30/10 general rule of thumb about audience absorption of information. 60% of what an audience remembers is what they see, 30% is how the speaker has stated his/her ideas and a mere 10% is the amount of the actual information retained.

### **A. First, keep the following six basic points in mind as you prepare your presentation:**

#### **1. State the main point(s) 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. Illustrate and support the main point.**

#### **3. Use specific examples to illustrate and support the main point.**

#### **4. Present a clear conclusion to support the main point.**

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

#### **5. Speak (don't read) the presentation. Make sure that you can be heard.**

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.

#### **6. Stay within the stipulated time limit.**

**B. Second, practice this in front of an audience who knows *nothing* about your topic and ask for constructive feedback. Ideally, practice more than once.**

**Good Luck!**