5 Tips for a Group Presentation

Group presentations have all of the fundamental elements of a regular speech, but have the added complexities of more people involved. Here are some tips to make your group presentation successful.

1) Assign tasks
   a. Establish one person to be the leader
   b. Divide the topic into equal parts that can be assigned to each member. Be sure everyone knows what is in their part and that information doesn’t overlap.
   c. Have an outline with everyone’s part written down so there isn’t any confusion
   d. Have your strongest speakers give the introductions and conclusions to get attention and leave a positive impression
   e. Have one person put the visual aid or slide deck together to give it a cohesive look

2) Have smooth transitions
   a. Transitions should link the next content to the previous and use the next speaker’s name like: “So, that’s an introduction to the goals of our project. Now Luis is going to explain how we conducted ours study. (Look over at Luis and say, “Luis”)

3) Agree on a presentation style
   a. Consider having a unified wardrobe (similar colors or styles)
   b. Agree on the rate, and tone for the presentation. One person shouldn’t be fast and excited while the other is slow and somber

4) Rehearse
   a. Decide how you will introduce your team at the beginning and practice it
   b. Be sure to practice together more than once
   c. Use a camera or another person who can give feedback to be sure it looks smooth

5) Have a backup plan
   a. Be sure someone is assigned to be the understudy for each part. This may be important if a person is sick or can’t make it at the last minute.
   b. Don’t let the audience know someone isn’t there. It distracts from the presentation. Just roll with it.