

## 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 our 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.