

## ORGANIZING YOUR MATERIAL

Organizing your material is easy. Most presentations don't need to be written word for word. We write material to read not speak out loud. It is very difficult to read a speech and connect with an audience. There is a time and place for a written speech but most presentations work best without writing them out. Also, you don't need to use 3 X 5 cards. They can end up out of order or be dropped on the floor! Trying to memorize a presentation is a prescription for disaster!

### THE STORY BOARD

1. Words are like keys. When you read or hear a word it will unlock your train of thought.
2. Use single words or short sentences for your story board.
3. During the opening - you want to grab the audience's attention, break the barrier between you and the audience, and lead into your presentation.
4. The body of your presentation should flow from one point to another. Most presentations are divided into 3 to 5 sections with a main point for each section. The reason most presentations use 3 to 5 points is: one point can be argued, and two points can leave room for doubt, but three to five points create a strong statement. This is especially true if they are backed up with examples and stories that drive home your points. It is not uncommon to have 1 to 5 examples or stories for each point.
5. When you close, recap your main points and tie them into your opening statement. This will bring your presentation full circle and your audience will know you are finished.
6. Remember the story board will act as a guide for you during your presentation. All you have to do is set it on the lectern or table. When you need a prompt, look down at the story board, find the prompt and continue on with your presentation. However, it still requires practice on your part to do a good job!

The following two examples are variations of the same system. The first example is a standard story board form. The second example is a form of mind mapping, branching or webbing. Use the format that works for you!

## Body of Presentation

<p><b>Point #1</b></p> <p>1 to 5 examples/stories</p> <p>Use single words or short sentences</p>	<p><b>Point #2</b></p> <p>1 to 5 examples/stories</p> <p>Use single words or short sentences</p>	<p><b>Point #3</b></p> <p>1 to 5 examples/stories</p> <p>Use single words or short sentences</p>
<ol style="list-style-type: none"> <li>1. Grab attention</li> <li>2. Break barrier</li> <li>3. Move into body of presentation</li> </ol>	<p><b>Last Minute Notes</b></p>	<ol style="list-style-type: none"> <li>1. Recap your main points</li> <li>2. Tie back into your opening</li> </ol>
<b>Open</b>		<b>Close</b>

