

How To MAKE PRESENTATIONS

To deliver an outstanding presentation, you must have content worth listening to and be able to present the material with confidence.



PREPARE THE PRESENTATION

Start and finish strong

Begin with something that will get everyone's attention—a personal story, a humorous quote, or an interesting statistic. End with a thought-provoking story, quick summary, quote, or question.

Prepare note cards

While note cards can help keep you on track, you should know your presentation well enough that you don't need to look at your note cards very often.

Write key words and phrases large enough so that a quick glance will provide you with the memory cue you need.

Include visual aids

Visual aids and props can help engage an audience, but you should use them wisely. Too many props and visual aids can be distracting and difficult to manage. If you're using presentation software, choose an appropriate theme and don't use too many fonts or animations.

Practice, practice, practice

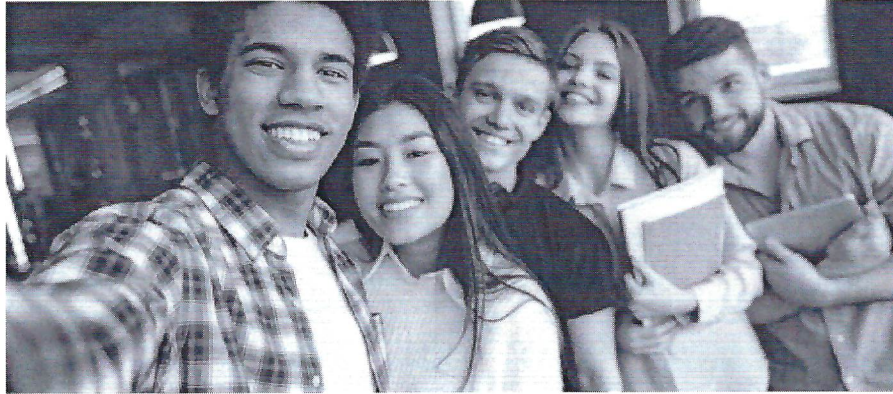
Practice talking slowly, speaking clearly, and putting pauses between ideas and sections. Time your presentation to make sure it's the correct length and then record it. Look for ways to improve your presentation and record it again.

PRESENTATION TIPS

Here are some tips to help you give a great presentation.

- ▶ Take extra care with your appearance on the day of your presentation. If you look good, you'll feel more confident.
- ▶ Before you get up to speak, take some deep breaths and let your body relax.
- ▶ To help you get off to a good start, have the first few lines of your presentation memorized word for word. To help you end on a strong note, also memorize the last few lines.
- ▶ Use a conversational tone and be enthusiastic. Pretend that you're telling your best friend something really interesting.
- ▶ Making eye contact will draw in your audience. If the group isn't too large, try to make eye contact with everyone.
- ▶ If you've lost your place or are feeling flustered, pause for a couple of seconds. Take a breath and then go on.
- ▶ The biggest mistake speakers make is talking too fast. Speak slowly with a strong, clear voice.
- ▶ Try to avoid "filler" words such as *um*, *okay*, and *like*.
- ▶ Watch out for nervous, repetitive gestures, such as playing with your hair or fidgeting.
- ▶ It's okay if you make a mistake. Keep going and don't comment on it. What may seem like a big error to you will hardly be noticed by your audience. Remember, the audience is rooting for you and wants you to do well.

Be Positive



Having a positive attitude and outlook will help you live a happier, healthier, and more successful life!

People with positive attitudes believe in themselves and in their abilities. They expect the best to happen, and when they encounter difficulties, they look for constructive ways to solve their problems.

Regardless of how others view life, you can be a positive, happy person by choosing to do so.

You can't control what others say or do, nor can you control everything that happens around you. But you can control your thoughts, attitudes, and behaviors.

"Positive thinking will let you do everything better than negative thinking will." Zig Ziglar

Think Positively

Think for yourself

Don't allow other people's thinking dictate how you think. Choose to think positively. Be the kind of person who sees a glass as half-full, not half-empty.

Practice positive self-talk

We all have a voice inside our head, and when things aren't going well, that voice can be negative and critical. You can help yourself become a more positive person by using positive "self-talk."

Instead of, *"I'm no good at math"* think, *"I'm smart. I can do this."*

Visualize success

Sports psychologists teach athletes to envision themselves making free throws, perfect dives, and 10-foot putts. You can do the same. When faced with a challenge, "mentally practice" by envisioning the situation and the steps required to accomplish your goals. Then visualize yourself succeeding.

"If you say you can or you can't, you are right either way." Henry Ford

Look to those you admire

Think of people you admire, and when faced with a difficult or challenging situation, ask yourself how they would respond.

Have a Positive Attitude

Have confidence in your strengths

You are a unique individual with many strengths and talents. Identify your talents and abilities, and look for ways to nurture and develop them. Believe in yourself and in your ability to succeed.

"To succeed, we must first believe that we can." Korda

Know that you're a work in progress

If you tend to be hard on yourself, cut yourself some slack. No one is perfect. Just strive to do your best—and to be the best "you" possible.

Be willing to try new things

Challenge yourself, stretch your boundaries, and look for new experiences. Have a "can-do" attitude and expect to succeed.

Be flexible

One key to maintaining a positive attitude is to understand that things don't always go as planned. When circumstances change, or things don't go as you intended, stay positive, react constructively, and adapt to the changes.

"When you change the way you look at things, the things you look at change." Max Planck

Take Positive Actions



Do what you love

Find activities that are fulfilling and satisfying. Better yet, find something to be passionate about.

Surround yourself with positive people

Seek out friends who are supportive, positive, and encouraging. When possible, avoid people who are negative, critical, or self-destructive.

Practice random acts of kindness

Pay someone a compliment or lend someone a hand. Help out a classmate, or do a chore at home without being asked.

Achieve balance

Between school, activities, hobbies, family, and friends, you have a lot going on. Work to achieve balance in your life, and be sure to set some time aside to rest, relax, and rejuvenate.

Be true to yourself

Try to always act in accordance with your values.

"Happiness is when what you think, what you say, and what you do are in harmony." Mahatma Gandhi

Ways to Cultivate Happiness

Spend time with friends and family. Most of us get our greatest joy from the connections we have with others.

Exercise. When you exercise, your body releases chemicals (endorphins) which make you feel good.

Develop a hobby. Collect, create, or build something. Write poetry, draw, take photos, paint, build a model, or plant a garden.

Spend time outside. Listen to the birds, look at the clouds, and watch for wildlife.

Laugh and smile. Watch a funny video or talk to someone who makes you laugh.

Learn something new. Learn how to fix a bike, cook, create a web page, or play an instrument.

Make time for fun and relaxation. Read a book, watch a movie, or listen to music.

Adjust your attitude. To be happy, sometimes you just have to act happy.

"Most people are as happy as they make up their minds to be."

Abraham Lincoln



Ways to Improve Mental Health

Maintaining your mental health is just as important as maintaining your physical health. Here are 10 ways to improve your mental health!

1. Get enough sleep

The amount of sleep you get impacts your mood. Go to bed at a regular time each night and make sure you get at least eight hours of sleep.

2. Exercise

Your body releases mood-improving chemicals when you exercise. Look for ways to integrate physical activity into your daily routine.

3. Open up to someone

Talking about your feelings is a great way to process them. Talk to a friend or family member when you have a problem or something is bothering you.

4. Be grateful

Notice the things you are thankful for in your everyday life. Regularly reflect on, and feel grateful for, each of these things.

5. Help someone else

Helping others has been shown to reduce stress and improve your mental health. It also just makes you feel good.

6. Be mindful

Mindfulness is being aware of the world around you and focusing on what you are experiencing. Throughout your day, remind yourself to be fully present, and to focus on the “now.”

7. Eat healthy

Food fuels your body’s health, including your brain. Research shows that nutrients found in health foods like fish, fruits, and vegetables can improve your brain function.

8. Deal with stress

Stress can really take a toll on your mental health. To feel more empowered and less overwhelmed, make a list of the things that stress you out and come up with a plan for dealing with them.

9. Reflect

Put your phone away, turn off the TV, and take some time every day to rest, relax, and reflect. You might also try writing your thoughts in a journal.

10. Reach out for help

Just like with physical health, we sometimes need the help of a professional to be at our best. If you’d like to feel better, talk to a counselor, advisor, or your family doctor.

Taking care of your mental health is important, and needing help is not a sign of weakness. If you need help or just need to talk, contact the Crisis Text line by texting START to 741741.