In this lesson, you will learn how to make an informative presentation. Let’s watch as Hillary does this now.

First, she needs to come up with a topic. She decides she wants to talk about how movies are made. She quickly realizes that this can be a very large topic and she should narrow it down. So, she asks herself what different parts of movies she is interested in. As she begins to write things down, she comes up with a list: cinematography, movie music, and special effects. The process of creating this list is known as brainstorming. She decides that of this list, she is most interested in talking about the cinematography of movies. She decides she wants to teach her audience about camera angles, types of cameras, and techniques to get challenging shots.

She then organizes these three main points into a full sentence outline. This is the first stage of the practice process, known as organization. Once she has written her full sentence outline, including doing the research to support her main points, she decides it’s time to turn her preparation outline into a presentation outline. She takes the full sentences and shortens them into one or two word phrases that let her remember what she is supposed to talk about in those parts of the speech.

Once she has her presentation outline, she starts to practice her speech. First, she records herself to get a feel for speaking and to hear that everything makes sense. Then, she practices in front of two of her friends. While she is presenting, her friends note that her first and third points seem similar, her second point seems short, and that she doesn’t ever explain who decides what shots should be used. She uses this feedback to fine-tune her speech.
After implementing the changes, she has her friends listen again. This time, they say that it sounds great! Now it’s time for Hillary to present. She’s done the work, practiced several times, and she knows that she has a good speech.

You will find yourself going through a similar process, and at the end, you’ll be prepared to give an effective speech!

About this transcript:

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