

# EFFECTIVE GROUP PRESENTATIONS

Keys to effective group classroom presentations are listed below. In addition to following these guidelines, successful groups plan well in advance of the presentation day, practice the complete presentation together to work out any possible problems, and are professional in their content and delivery.

## Group presentations should include:

- Credible information
- Information that is engaging and that furthers the knowledge of the class
- All requirements for the assignment
- Sufficient detail within main points
- Verbal citations for all research
- A purposeful introduction and conclusion
- Coordination among speakers
- Balanced participation between all members
- Professional demeanor by all speakers
- Appropriate language choices given purpose, topic and occasion
- Appropriate visual aids that are relevant, illustrative, useful and of professional quality

## **Group presentations should avoid:**

- Skits
- Games
- Costumes
- Information already discussed in previous class sessions
- Humor that detracts from the message
- Obvious examples that do not help the audience understand an idea
- Individualistic statements such as, “my research” and “as I prepared”
- Unbalanced participation of group members
- Visual aids that are irrelevant
- Inappropriate/unprofessional language
- Over-use of PowerPoint software