## Section Name
Presenting Information

### Learning Objectives for Section
- Identify areas where presentation skills are used in the classroom, workplace, and in everyday life
- Identify the purpose of the presentation
- Structure a persuasive argument in preparation for a presentation
- Choose the best information technology and visual presentation options for the audience and to fulfill the purpose
- Communicate clearly to the audience

### Related ACRL Standards Addressed
**STANDARD FOUR:** The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.

**Performance Indicator 1** - The information literate student applies new and prior information to the planning and creation of a particular product or performance.

**Performance Indicator 3** - The information literate student communicates the product or performance effectively to others.

### Multimedia
Preparing for a Presentation (4:20)
**Video:** Delivering a Presentation (4:11)
**Quiz:** Presenting Information (5 questions)

### Introduction (real world relevance)
You are constantly presenting yourself and your ideas to others. Learn ways to most effectively present your thoughts and arguments to others.

### Topics for Discussion
**Audience**
- What is their general level of sophistication? Children? Professional?
- How much do they know about the subject before the presentation?

**Purpose**
- What does the audience expect to learn?
- Are there required components or technology?
- How much time has been allotted for your part of the presentation?

**Structure**
- Introduce the point, expand upon the point, summarize the point
- Use stories and examples to illustrate the point
- Engage the audience
- Create an outline
- Ask for feedback

**Delivery**
- Rehearse
- Be interactive
- Dress the part
- Save time for questions
- Answer honestly and follow-up, if needed
Activities

Have students prepare a 3- to 5-minute presentation on either a given topic, or one of their choosing. Students can present to the entire class or to small groups. Consider asking students to fill out evaluation forms for constructive feedback to each other.