

# How to Give a Presentation

Grades 4-6

Written by Frances Stanford  
Illustrated by Ric Ward

ISBN 1-55035-702-6  
Copyright 2001  
Revised September 2007  
All Rights Reserved \* Printed in Canada

## Permission to Reproduce

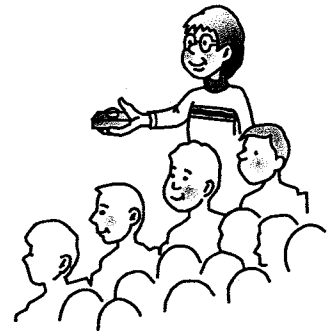
Permission is granted to the individual teacher who purchases one copy of this book to reproduce the student activity material for use in his/her classroom only. Reproduction of these materials for an entire school or for a school system, or for other colleagues or for commercial sale is **strictly prohibited**. No part of this publication may be transmitted in any form or by any means, electronic, mechanical, recording or otherwise without the prior written permission of the publisher. "We acknowledge the financial support of the Government of Canada through the Book Publishing Industry Development Program (BPIDP) for this project."

Published in the United States by:  
On The Mark Press  
3909 Witmer Road PMB 175  
Niagara Falls, New York  
14305  
[www.onthemarkpress.com](http://www.onthemarkpress.com)

© On The Mark Press • S&S Learning Materials

Published in Canada by:  
S&S Learning Materials  
15 Dairy Avenue  
Napane, Ontario  
K7R 1M4  
[www.sslearning.com](http://www.sslearning.com)

# HOW TO Give a Presentation



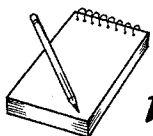
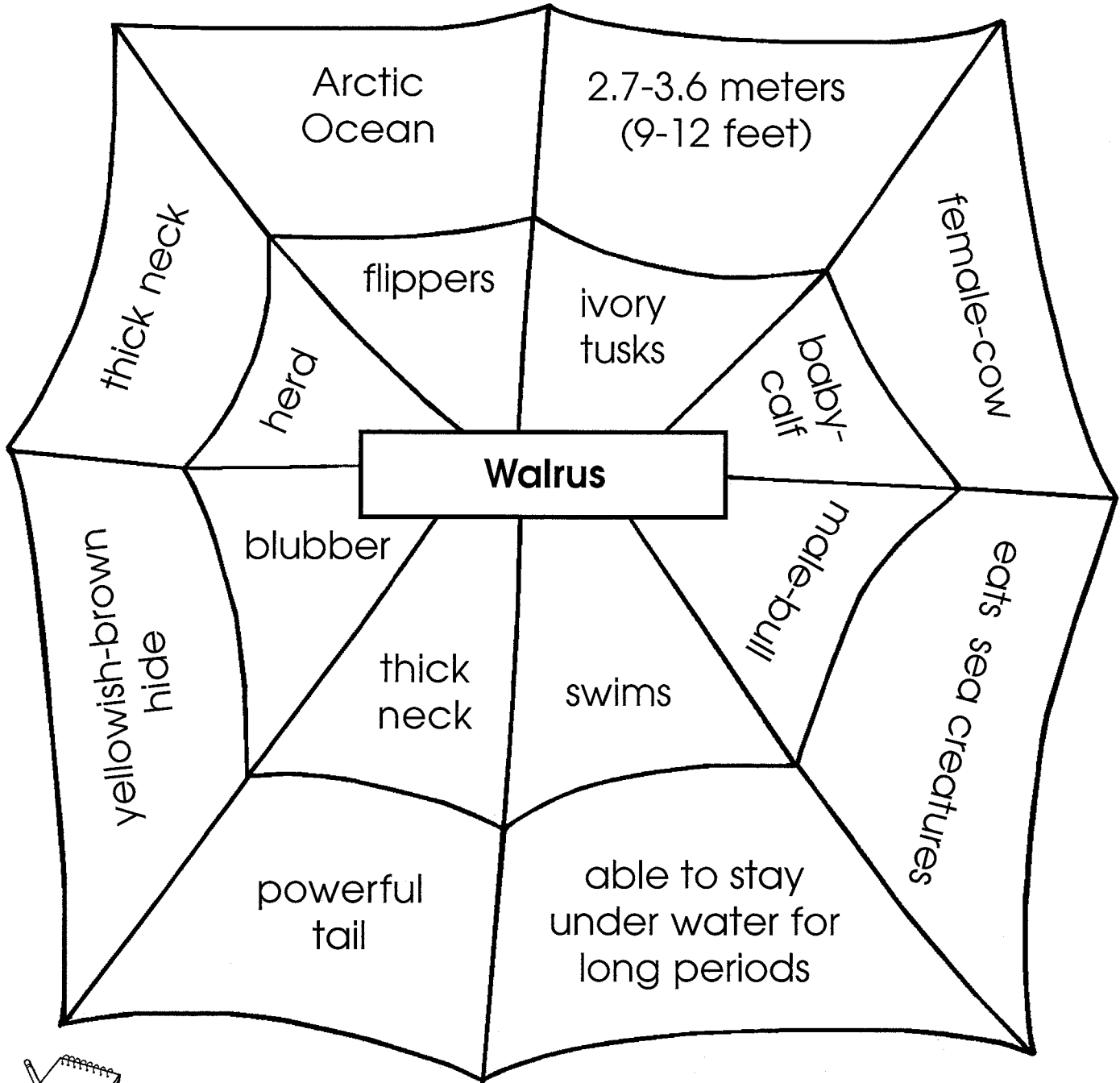
## Table of Contents

General Overview of Unit .....	4
Teaching Suggestions .....	5
Ideas for Charts or Overheads .....	6
T-chart .....	9
Assessment Rubrics .....	10
Presentation Evaluation .....	12
Student Checklist for Presentations .....	13
Preparing for a Presentation .....	14
Narrowing Down the Subject .....	16
Picking your Topic .....	17
Prewriting .....	18
Outlining .....	25
Introduction .....	26
Information Outline .....	27
Demonstration Outline .....	29
Persuasive Outline .....	31
Writing the Conclusion .....	33
Revising and Editing .....	35
Practice Tips .....	39
Interviews .....	41
Booktalks .....	44
Debates .....	45
Storytelling .....	47
Story Presentation Organizer .....	49
Readers' Theater .....	50
Impromptu Presentations .....	52
Using the Computer in Presentations .....	53
Science Fair Presentations .....	57
Poster Presentations .....	60
Research Presentations .....	62
Student Evaluation Sheet .....	63
Answers .....	64

# RESEARCHING YOUR TOPIC

1. Make a web with your topic in the center. Around the center, write as many words as you can think of associated with this topic.

Example:

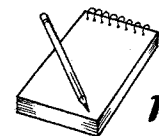
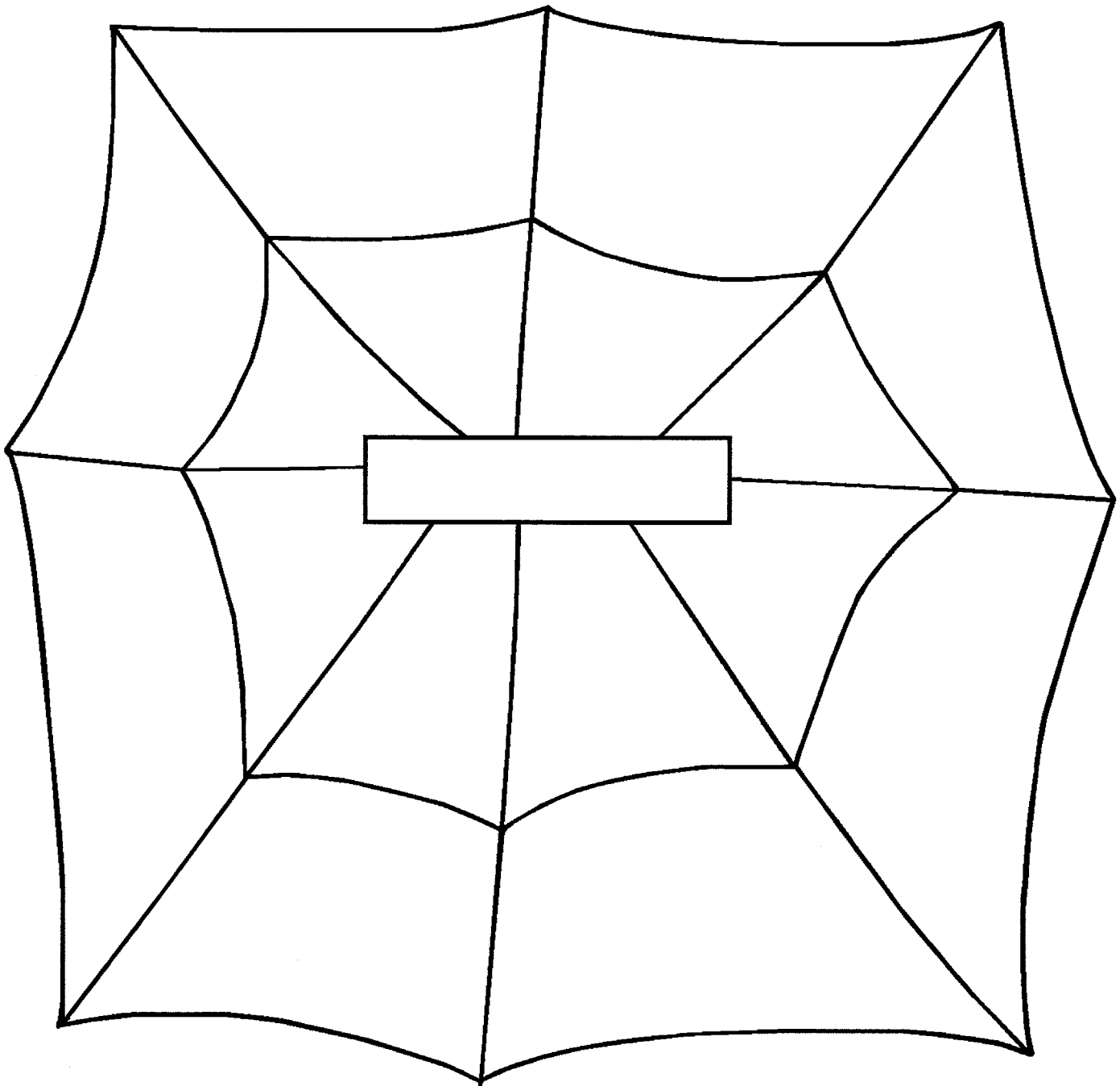


**Planning**

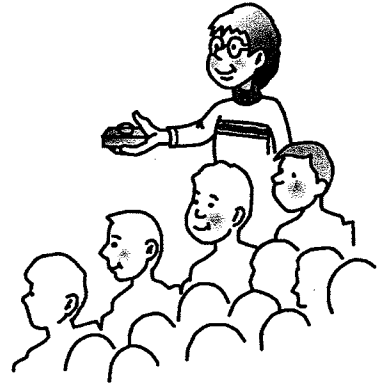
# RESEARCHING YOUR TOPIC

1. Make a web with your topic.

Name: \_\_\_\_\_ Topic: \_\_\_\_\_



# MAKING AN OUTLINE



It is very important to make an outline for your speech or presentation. The outline will help you to organize your thoughts in order and to ensure that you include all of the important facts and information needed for the audience. It can also help you organize your notes for presenting. Different kinds of outlines are used for different kinds of presentations.

Many writers prefer to use Roman numerals for the main ideas of their outlines and use letters for the subtopics or ideas for each paragraph.

This is what such an outline looks like:

## I Introduction

## II Body

### A) First Subtopic

1. Description of the subtopic
  - a) a detail about the information
  - b) another detail
2. Further information on the subtopic

### B) Second Subtopic

1. Description of the second subtopic
  - a) a detail about the description
  - b) another detail
2. More information on the subtopic

### C) Third Subtopic

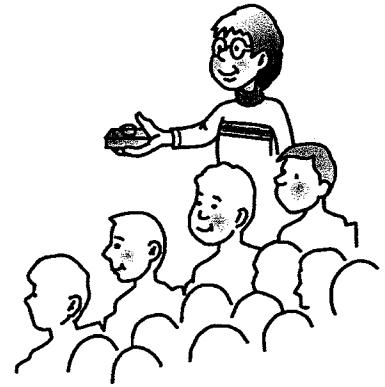
1. Description of the third subtopic
  - a) a detail about the description
  - b) another detail
2. More information about the subtopic

## III Conclusion

- A) Summary of the subtopics
- B) Concluding remarks



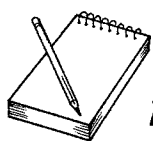
# WRITING AN INTRODUCTION



The introduction is the opening statement of your presentation. It should catch the attention of the audience and let them know who or what you are going to talk about. There are several ways you can begin your presentation. Some suggestions you might like to use are:

1. *Share a story that is relevant to your topic.* If you are going to talk about walrus, you may share an experience you had at the zoo or a story that you read or watched on TV.
2. *Cite a popular quotation.* You may use an excerpt from a story or a quotation from a person you have interviewed.
3. Ask a startling or interesting question that involves your audience in the presentation.
4. *Share a recent incident.* Sharing a recent incident makes your presentation current and popular even if your topic isn't really very new.
5. *Share a shocking statement.* Your statement should be real or factual and will attract the attention of the audience immediately.

Try experimenting with one of these techniques to write an awesome introduction for your presentation.



**Planning**