Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

“How To” presentations allow a presenter to demonstrate and show steps to their audience while explaining the process. This involves the actual items to be brought in as visual aids to ensure effectiveness.

The goal in preparing and delivering this presentation is to effectively use speech and demonstration skills with instructions to complete the task. The audience should understand “how to,” when the presentation is over.

Basics:

* Time: 2-5 minutes
* Visual Aids: Required
* Dress: Appropriate presentation attire is required

Speech Organization:

* Introduction:
	+ Use strong attention getter.
	+ State the purpose of presentation.
		- What the audience will learn.
	+ Preview main points.
		- Do not list steps, just mention prime areas.
	+ Connect with audience.
		- Tell why they might need to know this.
* Body:
	+ Instructions & Task Breakdown
		- Provide clear and concise instructions on how to complete a task.
		- The task must be broken down in a logical format, step by step.
	+ As You “Do”
		- Offer your background with this skill.
			* When you learned it and why you’ll present on it.
		- Give some factual information.
			* History of the skill, or popularity of it.
		- Key points.
			* Emphasize areas including any safety issues.
		- Interesting information.
			* What is particularly difficult, or how did you perfect this procedure?
* Conclusion:
	+ Restate your purpose.
	+ Reinstate the value of knowing this skill.

Additional Preparation:

* Be sure to practice at least three times before presenting in class.
	+ It will be obvious if you work smoothly, or falter with certain steps.
* Use notes.
	+ Bring in a sheet of paper or note cards.
* Gather your materials
	+ Authentic items will help make your presentation great.