

## Presentation Skills Notes NORTHEAST LINK

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### OVERVIEW:

- A. Provide a rationale for giving presentations to Rotary Clubs and community groups
- B. Provide a suggested presentation structure
- C. Review effective communication skills and presentation techniques/tips

### A. RATIONAL FOR PRESENTATIONS

As an Ambassadorial Scholar, one of your goals is to promote an awareness of the Rotary Scholarship program to both Rotarians and members of the community. In addition to making presentations to Rotary Clubs, you may also have the opportunity to make presentations to civic organizations and educational/non-profit groups.

Your objectives during your speech are to:

- introduce yourself to your audience;
- develop an awareness of your country and cultural;
- further promote understanding of the goals for Rotary International and The Rotary Foundation (and how these are related to the goals of the Ambassadorial Scholarship program);
- promote world understanding and peace as an “ambassador of goodwill”; and
- enjoy yourself!

### B. SUGGESTED PRESENTATION STRUCTURE

1. Introduction
2. Body
3. Conclusion
4. Questions (Time permitting)

#### 1. Introduction

Start by introducing yourself to the audience, perhaps using a short story. Your introduction should include:

- Your name;
- The name of your country;
- The name of your hometown (identify this place geographically)
- Your sponsor Rotary Club (and District) - identify geographically, size, projects, how long in operation; and
- Your current and/or planned study institution (Where? Why chosen? Proposed plan of study?).

An effective introduction provides the audience with an overview of the presentation, and may be enhanced by establishing a theme (e.g. service above self, to make a difference, vision and action). A suggested overview is:

- my home and country - the people, places and past-times (hobbies, sports);
- my study goals (and how these are related to the goals of the Rotary Scholarship program);
- future aspirations and goals (and how you plan to utilize your Rotary Scholarship experience to meet these goals);
- Thank you to The Rotary Foundation for their support.

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2. Body

The body of your speech should contain the bulk of the information that you wish to convey to the audience. This may include (but not be restricted to):

- Information about your home town/city and country – facts about your country (e.g. location, population, climate, trade, flag, national dress), expressions and common phrases, places of significance, flora and fauna, past-times, etc;
- Details about your studies (your plan of study, and how these are related to the goals of the Scholarship program). Discussing your study experiences and possible application (e.g. that one of your projects was researching polio vaccinations) is an effective way to illustrate the purpose of your studies to the audience; and
- Your future aspirations and goals (and how you plan to utilize your Ambassadorial Scholarship experience to meet these goals);

You may wish to use tangible items (e.g. props, flags, pictures, music) to assist your audience with comprehending your explanations and to maintain their interest. See the notes below about using such items (Presentation Techniques).

3. Conclusion

To conclude your presentation, thank the audience for their time, the club for the invitation to make a presentation, any special people (e.g. your counselor for transporting you to the club meeting), and most importantly, the Rotary Foundation for their generous support in funding the Scholarship program.

4. Questions

You may wish to answer questions throughout your presentation or at the end. For organizational purposes, you should indicate your preference during the overview of your presentation (that is when you would feel more comfortable to answer the questions). At the conclusion of your presentation, invite the audience to ask any questions that they may have, either to the whole group or to speak to you individually after the presentation.

**3. EFFECTIVE  
COMMUNICATION  
SKILLS AND  
PRESENTATION  
TECHNIQUES/TIPS**

Ambassadorial Persona

Throughout your presentation (and scholarship period) your primary objective is to promote cultural understanding through acting as an Ambassador of Goodwill. Not only are you a scholar for your country, you are also a representative of Rotary and the Rotary Scholarship program. By developing awareness of the scholarship program to Rotarians through your presentation and conduct, you are also contributing to the longevity of the Scholarship program.

Verbal

Be sure that your verbal communication is:

- Clearly heard by all (so the person in the back row can hear);
- Concise (avoid expressions that may be confused – or explain them); and
- At an appropriate pace (speech that is too quick is difficult to understand).
- If the host language is not YOUR NATIVE TONGUE, you will want at least the first part to be in the native tongue OF YOUR HOSTS. (If you are not comfortable or fluent in the native language, your counselor can help).

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Non-Verbal

- Be sure to maintain eye contact with the audience – try to look at most people during the presentation to make them feel that you have talked directly to them at some point during your speech.
- Use your hands to support your verbal communication, however minimal use of gesture is best (as too many can become distracting).

Developing and Maintaining Interest

Using questions (e.g. How many people have met a person from ....?) can involve the audience in the presentation, and focus attention. The use of visual aids can also be effective, but may be distracting if used inappropriately.

The use of visuals and props

- If you choose to circulate photos throughout the audience, do so rarely (as such items can distract from your discussion).
- You may wish to use powerpoint to support your speech – if you do so, be sure to organize a projector and screen well before the presentation (ask the program chairman if they are able to arrange such equipment at least two weeks before your presentation). **BE SURE TO HAVE A BACKUP PLAN IF THE TECHNOLOGY DOES NOT WORK!**
- You may wish to use some props to decorate the room, or as focus of discussion.
- You may also wish to make your presentation in the national dress of your country.

Time Limit

Be sure to ascertain the time that the club has allocated for your speech from the Club President or Program Coordinator – be conscious that the club members have other commitments to attend to during their day (e.g. particularly during lunch meetings). After you obtain the timeframe for your speech, be sure not to run over this time.

**4. RETURNING TO  
YOUR COUNTRY**

“My Year in ....”

When you return home, you will be a member of the Foundation Alumni. As an alumnus, you will be expected to make similar presentations about your scholarship experience to Rotary Clubs, at Foundation Dinners, and at District Conferences. Be pro-active in arranging such presentations – don’t wait to be asked, as your return may not have come to the attention of those organizing speeches for such events. Your return talk may consist of a similar format to your presentation in your host country, however you should describe what it was like to live in another country, and how the experience will aid you in attaining your professional and personal goals. Be sure to gather pictures and objects to enrich your presentation. Try to describe specific experiences and places, as some club members may have visited your host country and may have questions about your perceptions of the place and people.

**5. FINAL COMMENTS**

Enjoy Yourself!

Have fun during your presentation - enjoy the experience of sharing information about your country and culture, and your aspirations for the future. Remember that Rotarians believe that funding scholarships is a worthwhile service, and that they (the Rotarians) would like to be reassured from time to time that this is so.

# **Not-the-norm: Suggestions for Unique Presentations**

Consider that many Rotarians:

- May have heard the “same” presentation from scholars multiple times
- may know nothing about Rotary Scholars
- may want to hear something unique from you
- want to know how their Foundation donation is being used

Consider forming your unique presentation by:

- Introducing art from your home
- Introducing unique architecture from your home
- Presenting a photo slide show of your home
- Performing a dance or music show unique to your home
- Explaining how a wedding is performed in your home
- Introducing special holidays from your home
- Presenting a unique talent or hobby
- Taking your audience on a “virtual tour” of your home
- Explaining the process of how you became a Rotary Scholar
- Preparing a sample of food from your home
- Teaching your audience a skill you have and be hands-on
- Teaching your audience how to say words in your native language
- Using handouts effectively
- Highlighting some natural wonders of your country
- Presenting a photo slide show of what you’ve visited since you’ve arrived
- Illustrating how you use technology in your field of study
- Explaining what role the media has in your country
- Teaching your audience the rules of a unique sport
- Talking about how your country views its participation in world events (World Health Organization, United Nations, Olympics)
- Introducing famous faces from your country or people that have played an important role in your country’s history