O

• __________
• Topic/Content
• __________ or Goal of the presentation
• Format, Flow, Media (PowerPoint, Handouts, etc.)
• __________: The presentation should not be the first time you verbalize it.

A

• Words __%, Voice __%, Non-verbal’s __% and their impact on effective communication.
• Try your best to relax and breathe before you get started.
• Use _________ and __________ to make a connection with the audience.
• Frame or set-up the presentation.
• _____ __________ (count noses) and answering questions (miner’s cap)
• Be mindful of the ____________. (Um, So, You guys, Like, etc.)
• Ask questions throughout to engage the audience.

R

• Gives the audience the best chances to __________ the content and __________ it through questions.
• If you use up all your time in ‘Articulation’ you won’t have any left for ‘Reflection’.
• Key ________________ or __________________
• Time for Q&A
• Did you accomplish your objective or goal?
• Any ________________ required?

Remember...Rowing too slow gets you nowhere and is boring for the riders, Rowing too fast also gets you nowhere and tires you out, but Rowing with smooth and rhythmic motion seems effortless while getting you somewhere.