

The Essentials of Group Presentations

Reading, Note-taking, Cooperating, &
Presenting with Style



"Great things in
business are never
done by one person,
they're done by a
team of people."

Steve Jobs

Read to Break Barriers

- Need the background knowledge
- Important to read the directions
- Gets you thinking- inspiration
- Gives you the content to share- knowledge
- Provides ideas about the best strategies- power



Taking Great Notes...

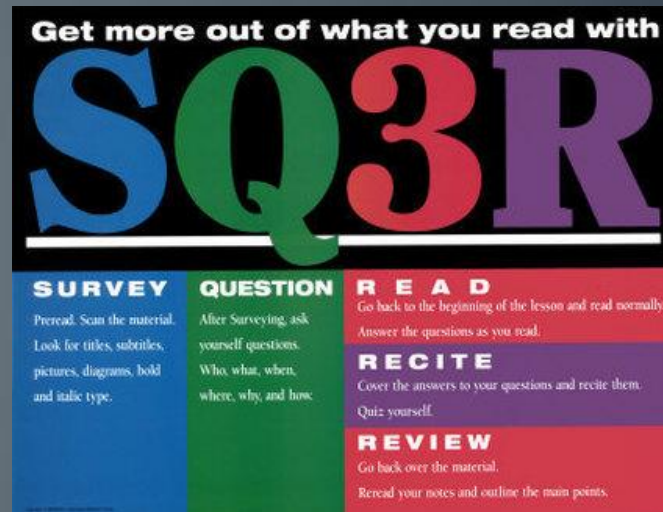
- Saves you time!
- Helps you remember
- Improves your success
- Aids attention
- Is simple:
 - Write in shorthand
 - Star main points
 - Document conclusions



SQ3R Reading & Note-taking Strategy

https://www.youtube.com/watch?v=0dhcSP_Myig

- Skim/Survey
- Question
- Read
- Recite
- Review
- Why use it? Improves comprehension & retention
- Try together



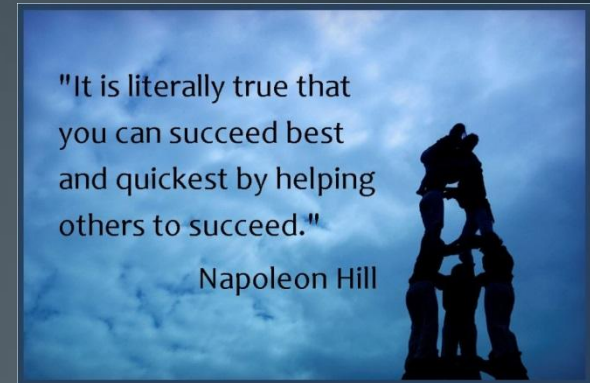
Cooperating for Success

- Starts with mutual respect & an attitude of commitment
 - See each member of the team as valuable
 - Willing to sacrifice for the good of the team
- Establish the objective & break down into tasks
 - Assign tasks based on strengths
 - Compromise with popular tasks
- Communicate regularly
 - Checkpoints
 - Group meetings



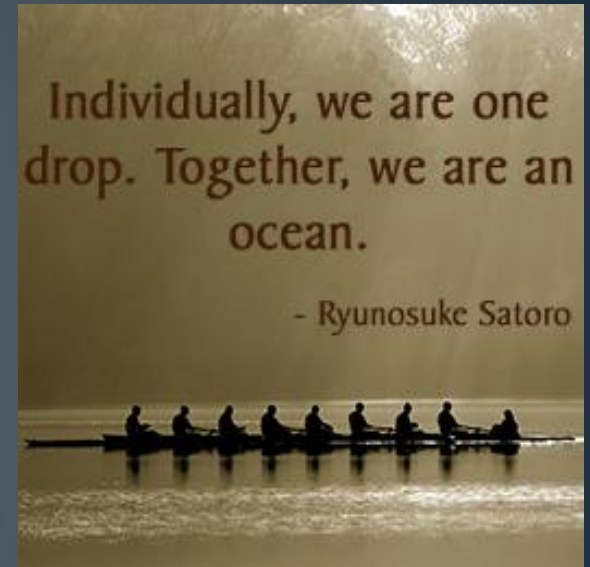
Overcoming Obstacles

- Hold each other accountable
- Resolve problems together
- Scenarios:
 - Teammate not pulling their weight
 - One person is taking over
 - No one wants to do a certain task
 - Group is not sure what to do for a part of the project
 - Someone keeps saying they will do something but hasn't followed through



Presenting with Style

- Let your creativity flow together
 - Incorporate each other's ideas
 - Strategize & act
- Engage with attention grabbing sentences
- Use visuals
- Utilize charts & graphs
- Incorporate stories/ real life examples
- Bring props
- Make use of metaphors



In Summary...

Work together & be awesome:

<https://www.youtube.com/watch?v=wzF23ql3Djw>

**“Never doubt that a small group of
thoughtful, committed citizens
can change the world.**

**Indeed it is the only thing
that ever has.”**

– Margaret Meade