



# Speaking & Presenting

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- daughter of immigrants
- 1.5 generation college student
- Leeward public school graduate

## Speaking Experience

- Work
- Service
- Competition



## Professor Marnelli's Virtual Office

### EDUCATION

MEd, Educational Administration- Higher Education  
BBA, Marketing & International Business

### EXPERIENCE

Program Development Manager  
Community Relations Manager  
Event Coordinator  
Retail & Merchandising  
Travel & Tourism PR Intern  
Legislative Aide  
Apparel & Design

\*Marketing in different forms to different target groups  
\*How immigrants approach entrepreneurship

### INTERESTS

Trying local food places  
Favorite is Chantilly anything

### HOBBIES





**What makes a  
good speaker?**

# Speaking & Presenting Tips

Being comfortable and confident

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Preparation



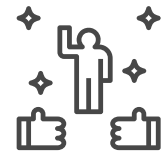
Content



Delivery



Answering  
Questions



Being You



# Preparation

## **Who is your audience?**

Interests, needs, history, etc

## **What is the goal of the presentation?**

Educate/inform

Convince

Call to Action

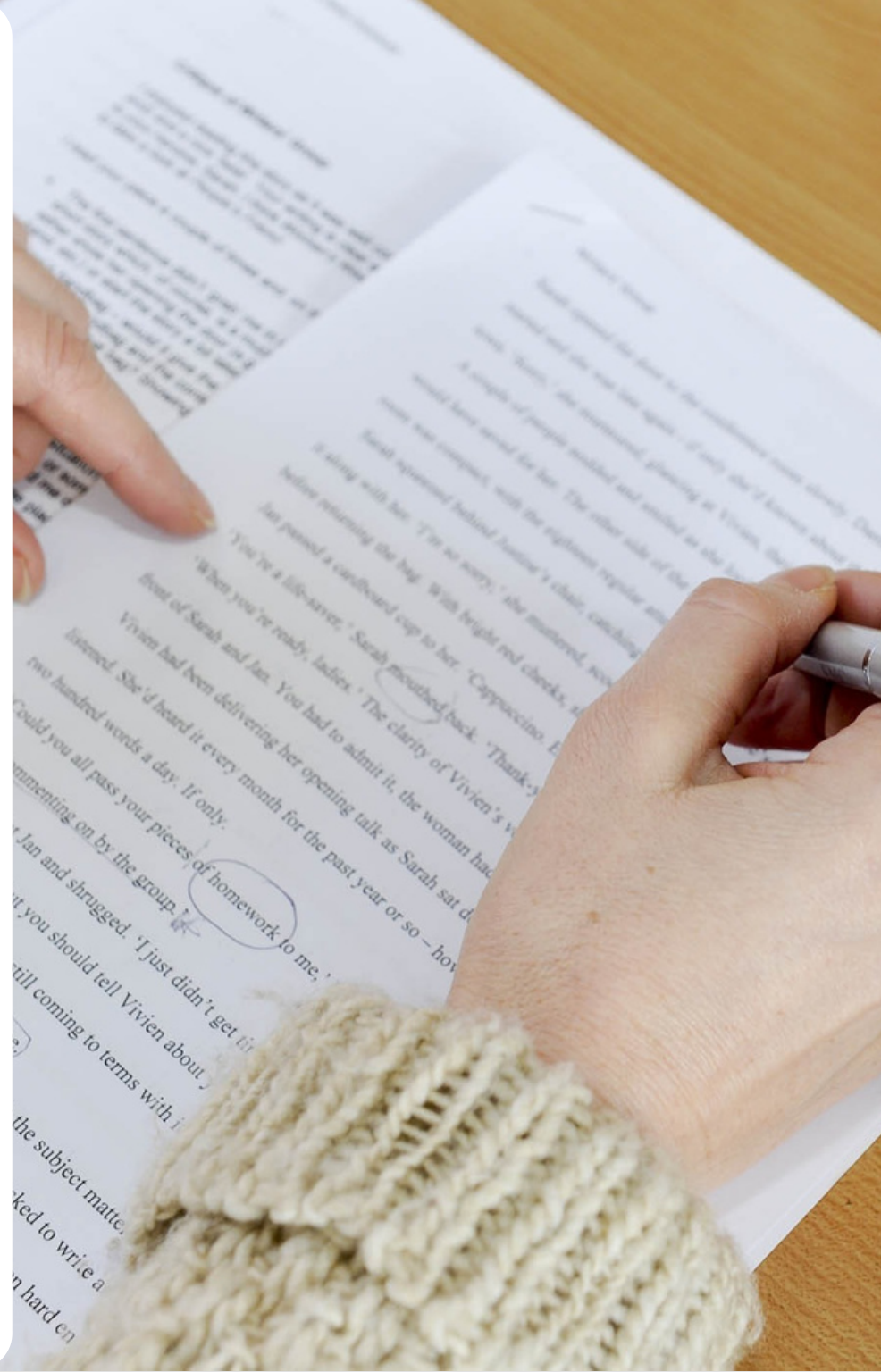
Be Liked

*Is there a rubric or grading sheet provided?*

# Content

- Perspective
- Focus
- Identify important points that contribute to the overall goal
- Three C's
  - Clear
  - Concise
  - Complete

*What is the focus of the assignment?*



# Content Details

## Acronyms & Abbreviations

- *Define* terms using the full name first
- Use for 3 or more instances

## Names & Titles

- Use the appropriate titles and names of people, places, and things
- Spelling, capitalization

Review - proofread at least 2x

- Content
- Grammar, Spelling, Formatting



# Delivery

- Practice speaking out loud
- Utilize time wisely
- Use tone, volume, pace, and repetition to emphasize key ideas
- Practice

*How does your presentation reflect any accompanying written assignments?*



# Delivery Tips

## Posture & Stance

- Where and how to stand/sit
- Address the audience
- Smile

## Zoom/Virtual

- Physical background
- Environmental noise
- Angle of camera and lighting

## Random Ticks

- Fidget
- Shift from one foot to another
- Play with paper or pen
- Extra words: "um," "like"
- Speak too quickly
  
- Hand movements are okay
- Breathe and take a moment if needed



# Answering Questions

**Anticipate questions  
the audience may ask**

- Take a full breath before responding
- Understand the question before answering
- Keep the answers short
- "I will get back to you after the presentation"

# Be Yourself

You are just as important as the content of the presentation

- Visual aids should contribute to the your presentation
  - not take over or distract
- Practice, Practice, Practice

*Interview tip:  
Write out and rehearse answers  
for questions.*



# Tell Me About Yourself





Introduce yourself in  
2 minutes or less

**I-Commercial**

<p><b>I am...</b> Positive Qualities/Strengths</p>	<p><b>I have...</b> History</p>
<p><b>I enjoy...</b> Hobbies</p>	<p><b>I'm proud of...</b> Accomplishments</p>
<p>Goals <b>I would like to....</b></p>	

Adapted from the Monster Diversity Leadership Program Handbook, 2009

## I-Commercial

<p>Positive Qualities/Strengths</p> <p>I am...</p> 	<p>History</p> <p>I have...</p> 
<p>Hobbies</p> <p>I enjoy...</p> 	<p>Accomplishments</p> <p>I'm proud of...</p> 

Goals  
I would like to....





# Salamat & Agyamanak for Listening

Do you have any questions for me?