

# How to Prepare and Deliver a Killer Presentation

PCLC New Testament Survey Class

1. **HOOK** – *hook* the audience. Start out with something to **get their attention and to help them focus** on the topic (story; video clip; song; etc). Make them want to know more...
2. **BOOK** – give them the **information** – the *book*. In a creative way, give them the information you have discovered. You must provide a one-page **handout**.
3. **LOOK** – have class **think deeply** about the information – to *look* into the material. Have them try to figure out what it means and why it is important and how to think about it.
4. **TOOK** – what are they going to *take* home? This is the application section. What can/should we do about what we have learned?

*Use some Creative Teaching Methods:*

| HOOK IDEAS          | BOOK IDEAS             | LOOK IDEAS             | TOOK IDEAS             |
|---------------------|------------------------|------------------------|------------------------|
| Crisis simulations  | Handouts               | Quiz                   | Individual reflection  |
| Digital photography | PowerPoint             | Develop test questions | time                   |
| Drama/Skit          | Video                  | Individual reflection  | Question               |
| Quiz                | Guest Speaker          | time                   | PowerPoint             |
| Drawing project     | Group Bible reading    | Class discussion       | Video                  |
| Debate              | Popcorn Bible reading  | Small groups           | Pictures               |
| Video clip          | Lecture                | Drawing project        | Motivational challenge |
| Story               | Small group discussion | Writing project        | Story                  |
| Role-play           | Bible study            | Debate                 | Prayer                 |
| Song                | Panel discussion       | Group project          | Song                   |
| Poem                | Interviewing someone   | Review game            | Quote                  |
| Scavenger Hunt      |                        | Interviews             |                        |
|                     |                        | Worksheet              |                        |

## Other Helpful Hints

- Keep big goal in mind – you want to help your friends learn something that will help them in life
- Pray and trust that God will help you
- Remember that we are your friends and we believe in you. We will not make fun of you and think differently about you if you make a mistake.
- Remember no one is perfect – this is only practice
- Eye contact
- 1<sup>st</sup> 7 seconds are so important
- Try not to say “um” or “like”
- Voice (tones; pauses; volumes; speed; confidence)
- Body movements and gestures
- Be Yourself!

## *Helpful websites*

- <http://socserv2.mcmaster.ca/Inquiry/presentationmaking.htm>
- <http://www.cs.cmu.edu/~mihai/presentation-rules.html>
- <http://www.veen.com/jeff/archives/000483.html>
- <http://www.rogerdarlington.me.uk/Speech.html>

# Presentation Evaluation

NT Survey

## HOOK (20%)

1 2 3 4 5 6 7 8 9 10  
(TERRIBLE) (PRETTY GOOD) (EXCELLENT)

COMMENTS:

## BOOK (20%)

•DID YOU KNOW YOUR TOPIC?

1 2 3 4 5 6 7 8 9 10  
(TERRIBLE) (PRETTY GOOD) (EXCELLENT)

•DID YOU USE GOOD METHODS TO PRESENT THE MATERIAL?

1 2 3 4 5 6 7 8 9 10  
(TERRIBLE) (PRETTY GOOD) (EXCELLENT)

COMMENTS:

## LOOK (20%)

•DID YOU HELP THE CLASS THINK DEEPLY ABOUT THE TOPIC?

1 2 3 4 5 6 7 8 9 10  
(TERRIBLE) (PRETTY GOOD) (EXCELLENT)

•DID YOU USE GOOD METHODS TO HELP US THINK?

1 2 3 4 5 6 7 8 9 10  
(TERRIBLE) (PRETTY GOOD) (EXCELLENT)

COMMENTS:

## TOOK (20%)

1 2 3 4 5 6 7 8 9 10  
(TERRIBLE) (PRETTY GOOD) (EXCELLENT)

COMMENTS:

## OVERALL (20%)

1 2 3 4 5 6 7 8 9 10  
(TERRIBLE) (PRETTY GOOD) (EXCELLENT)