

Project 10.9 Planning Form

The Big Pitch!



Overview

To ensure your presentation goes off without a hitch, you'll need to put the time in to properly plan and organize it. Practice makes perfect! The more you rehearse your presentation, the more likely it will go smoothly when delivering it "live." Use this Planning Form as a tool to get your presentation structured, organized, and polished.

Prepare to Present

1. Plan Your Presentation

The Oral Presentation Planning Form (**Table A**), will help you prepare all of the elements to be included in your presentation.

Instructions:

- a. Thoroughly review the **Project 10.9** Oral Presentation Tips.
- b. Open and review the **PITCH IT! SLIDE SHOW** file you completed in **Project 10.8**. As you are planning your presentation, make any changes that are necessary to the slide show file.
- c. Using word processing or spreadsheet software, replicate the format and data shown in **Table A**. Save the file as **ORAL PRESENTATION PLANNING FORM**.
- d. Collaborate with your team to complete the form. Input your thoughts, comments, and/or narratives in the cells that correspond with each item in the "Presentation Segment" column for Students A or B. You don't have to follow the sequence of the form exactly. For instance, you may have additional segments you want to include. If so, simply insert new rows and add the segment title and notes for each student in their respective cells.

Note: If you have more than two people in your group, you can modify the document accordingly by adding additional "Student" columns.

Table A

Oral Presentation Planning Form		
Presentation Segment	Student A Comments/Narratives	Student B Comments/Narratives
Slide 1 Opening/Introduction		
Slide 2		
Slide 3		
Slide 4		
Slide 5		
Slide 6		
Slide 7		
Slide 8		
Slide 9 (Optional)		
Slide 10 (Optional)		

2. Organize Your Presentation

Using the information from Table A, carefully plan out your presentation.

Note: Index cards make a great tool for organizing your presentation. Try to paraphrase or summarize what you want to say for each segment. This will force you to avoid reading word-for-word.

3. Rehearse

Practice, practice, and more practice! The more dry-runs you perform to rehearse your presentation, the smoother it will go.

Here are a few recommended rehearsal tips:

1. Try practicing with just your team a few times, then rehearse the presentation several more times in front of a “pretend” audience (friends or family). Get feedback from your practice sessions and make adjustments accordingly.
2. Record a video of your team rehearsing the presentation. Watch the video and pay attention to voice projection, body language, and eye contact. You can also use the video to test the time of your presentation. If it’s too long or too short, make the necessary changes to ensure your presentation meets the time requirement.
3. Play the video again, except this time, listen to the audio only (don’t watch it). Listen carefully and take note of any flaws in how each member of your team is speaking. Repeat tips 2 and 3 until your presentation is flawless.
4. Rehearse your presentation in front of a mirror so you can see what you look like “live” (versus a recorded video). You will notice a difference. As awkward as it sounds, it really helps.
5. Prepare for the worst. What if your technology fails to work? Rehearse your presentation as if you had no access to technology (see “Have a Backup Plan” in this planning form for more details).

4. Attire

Dress for success! This is a professional business presentation and you should prepare to dress accordingly. Your team can choose to dress in professional business attire (dress slacks, shirt, tie, and blazer for boys, or dress pants, or a skirt, blouse, and blazer for girls), or you might consider making “team/product” t-shirts to project a casually-fun, but still very professional image.

5. Additional Visuals and Props

Although not required, your team can add a new dimension to the presentation by adding some additional visuals or props. A few ideas to consider adding to your presentation are below.

- ☐ A web or TV commercial about the new product you are proposing
- ☐ Posters
- ☐ Spiral report covers (if distributing hand-out packets)
- ☐ A radio commercial about the new product
- ☐ A song or jingle about your product

Note: If you are going to include any additional visuals or props than what is required, be sure to check with your instructor for approval.

6. Have a Backup Plan

Technology is great when it's working. Let's say your team is ready to go. Presentation day has arrived and you take the stage. You approach the computer and attempt to load your slide show file and suddenly, a message pops up: "File Cannot Open. Fatal Error!" In this scenario, without a backup plan, your presentation is doomed. Panic sets in and you find yourselves scrambling for a way to save the day.

As you may have already realized, it's important to always have a backup plan well in advance of your presentation date. You can execute your own backup plan by doing the following:

- ☐ Print out copies of your slide show and other required documents.
- ☐ Export your slide show as a PDF and save it on a thumb drive. At the very least, it can be opened and viewed by a user who may not have access to the software application.

While this backup plan may not seem ideal, you will at least have everything you need to still deliver a great presentation.