A Few Tips for Presentations

Because of the limited amount of time for project presentations (**3** minutes per group), the YAR Board encourages grant applicants to consider the tips on this sheet to ensure that their presentations are both compelling and concise.

Know your audience!

YAR Board members will want to know the following things about your project:

- *What community issue(s) are you addressing and why is it important? Do you have facts and statistics that will support your argument?*

- *Who does your project serve or who will benefit?*

- *What exactly are you going to be doing for your project, and in particular, how are **youth** going to be involved in planning, organizing and implementing the project?*

- *Where will your project be implemented?*

- *What will youth learn from implementing the project? What is the educational value of the project?*

What else to consider:

- **Maintain eye contact**: You want your audience to feel that you are communicating with them, not that you are just talking at them.

- **Know your material**: Try not to rely on notes if you can help it. An outline will help you remember everything you want to talk about. Your argument will be more convincing when you can speak freely on the subject matter. If you make a mistake, correct it and move on.

- **Speak with Conviction**: If you are not passionate about your project, YAR Board members probably won't be either!

- **Add Humor**: Humor is the best way to break the ice and get comfortable in front of an audience, but use humor only when appropriate.

- **Handouts & Visuals**: It might be helpful to use posters or handouts to help illustrate your project. If you plan to make something to donate, you might want to show off a prototype during your presentation.

- **Practice, Practice, Practice**: The more you practice your presentation, the more comfortable you will become and the less likely you will be to forget material or run out of time.

Remember that you are the expert on your project! No one knows your project better than you!