**PRESENTATION PREPARATION**

**Handout:**

* **Cover:** this should include your name, the date, a title or theme should be stated as well as pictures or graphics to add character.
* **Table of contents:** this should list what is included in the handout
* **Introduction or Theme of your presentation:** here is where you **explain** what the topic of your presentation is, with a summary of your journey!
* **Government or Economic Connection:** Make the appropriate connections to Economics or Government as they relate to your project.
* **Summary of Interviews:** Discuss the people you interviewed and why. What did you learn from these conversations?
* **Summary of your On-Site experience (if applicable):** With whom and where did this take place? Your thoughts and reaction to the experience!
* **Journal Summary:** Provide a page overview of your journaling, research, mentor meetings, your likes and dislikes of the overall process. What you learned, what you will take with you? Where do you go from here?
* **Give Thanks:**  Take the time to thank those people who have helped you along the way!! Don’t forget chocolate works too!!
* **Annotated Bibliography**

**REVIEW FOR TYPOS!!!!**

**Presentation:**

* **Before you schedule a date for your final presentation please check your mentor’s availability and any friends or family whom you want to attend!**
* **A week prior to the presentation notify Mrs. Brennan or Mrs. Ortlieb of any technology you will need to utilize.**
* **Dress appropriately**
* **Be organized and arrive early to set up. You should be ready to go when everyone arrives.**
* **Welcome everyone and thank them for coming!**
* **Make eye contact**
* **Speak slowly, clearly, with knowledge and confidence.**
* **Have props or visuals to assist you**
* **Layout your presentation and use of props/visuals in an order that makes sense and is easy to follow.**
* **Don’t be afraid to use the audience**
* **PRACTICE, PRACTICE, PRACTICE!!!!**
* **Review your information for typos**
* **Be prepared to answer questions about your topic or experience.**
* **REMEMBER EVERYONE PRESENT IS HERE TO CHEER YOU ON AND THEY ARE EXCITED TO HEAR ABOUT YOUR JOURNEY- BE ENTHUSIASTIC!!**