Presenting in a Group

When preparing material

- Make expectations clear and set deadlines for yourselves.

- Be supportive and respectful of each other; when there's a problem, work together to solve it.

- Organize your work and content to allow all members to participate effectively, and carry your own weight.

- Decide as a group if you are using notecards. For a consistent look, either everyone or no one should use notecards (having only part of the group with notecards makes those people seem underprepared).

- Make sure PowerPoint slides or other visual aids have a consistent visual theme.

- Remember that your professor can help you resolve issues.

When presenting

- Pay attention to your group members when they are presenting. If you can't find their material interesting, how can your classmates in the audience? As a member of the group, you are always part of the presentation, even if you are not speaking.

- Make sure transitions between speakers is smooth--don't leave gaps where no one is speaking, or speak over one another. These transitions should be well rehearsed.

- Maintain a sense of unity with the group. Even if you don't agree with something, you should still present as though you are 100% invested in the group and the presentation.

- Don't let each other fall--if someone is really struggling, step in and help them. At the same time, don't be impatient or annoyed because they're not doing it the way you would.