

Delivering Your Individual Presentation within a Group Format

Brief: As an individual speaker within a group presentation format, you'll need to consider a number of factors that are specifically related to group presentations.

Learning Objective: Demonstrate how to each individual in a group should participate in a group presentation.

Group Presentation Factors to Consider

As an individual speaker within a group presentation format, you'll need to pay attention to more than just the message you're responsible for delivering. You'll also need to consider a number of factors that are specifically related to group presentations. Careful consideration of these factors can make the difference between the successful or unsuccessful delivery of a group presentation.

Speaking Responsibilities

If your group presentation is part of a class assignment, your instructor may require every person in your group to speak during the presentation. However, if you are given a choice, you'll need to decide which group members will speak and which ones will not. Preferably, speaking choices will be based on who has strongest knowledge of the topic or sub-topic. Members who do not present should be given other significant responsibilities.

Group Introduction

The first speaker, often the designated leader of the group, should open with an introduction to the whole presentation rather than an introduction to only his or her part. The first speaker should introduce individual group members, establish goodwill between the speakers and the audience, motivate audience members to listen, and offer a preview of what's to come.

Transitions between Speakers

If possible, each speaker should identify the next speaker and their topic. In some cases, the group leader will appear at each transition point to introduce the next speaker. Changing speakers without a spoken transition can break the flow of the presentation.

Internal Previews

Each subsequent speaker should connect his or her part to the overall argument and tell the audience what topics he or she will discuss. Such statements identify the structure of the talk and help the audience follow along.

Group Conclusion

The last speaker is responsible for ensuring that the series of talks is comprehensible as a whole and should, therefore, present a conclusion for the whole presentation, rather than just a conclusion for his or her part. He or she should summarize briefly the key points, reinforce the group's interpretation of the issue with a memorable closing statement, and if appropriate, motivate the audience to act.

Group Presentation Check List

Move to the Podium to Speak

Whether all of the group members remain standing during the presentation or sit side-by-side, each one should move to the podium when it is his or her time to speak. Moving to the front will non-verbally draw the audience's attention to the speaker.

Connect with the Audience through Eye Contact

In a team presentation, every individual speaker needs to develop rapport with the audience. Because each person has only a short time to connect with the audience, eye contact and introductions are especially important.

Check for Overlaps, Accuracy, and Consistency

Because group members often prepare their parts of the presentation individually, it is necessary to check for overlapping or contradictory information once the individual parts are assembled. A speaker should build on what the previous speaker said—not merely repeat it.

Check for Consistent Formatting

All handouts or visuals should use the same formatting. A patchwork of different fonts, font sizes, and other formatting conventions may underwhelm, distract, or mislead the audience, undermining the group's credibility.

Answer Questions as a Team

Either the designated leader or the person who speaks first should moderate the Q&A. As best as possible, he or she should direct questions to the team member who knows most about the topic of the question.

From Concept to Action

Just as it's important to create an outline of your speech that includes your introduction, body, conclusion, and transitions, it's important to create an outline of the elements of your group presentation. Think of your group presentation outline as a map of what's going to happen. Who goes first? What will they say? Who is going to handle the first transition? Who's the second speaker? How are the transitions between speakers going to be handled? What's the order of speakers? Who's going last? How is that last speaker going to tie the presentation together? If there's going to be a Q&A session, who's going to lead that? If you don't know the answers to these questions and you don't have outline that can be shared with everyone in your group, your group presentation will not be successful — even if you do an amazing job on your individual portion of the presentation.

OER TEXT SOURCES:

"consistency." Wiktionary. <https://en.wiktionary.org/wiki/consistency>. Accessed 16 May 2019. [CC BY-SA 3.0]

"Thoughts for an Individual Presenter." Lumen Learning. <https://lumen.instructure.com/courses/218897/pages/linkedtext54357>. Accessed 16 May 2019. [CC BY-SA 3.0]