Preference for class presentations may vary by professor; therefore, check specific course requirements.

Format

Group presentations for ACCY courses range from 10 to 15 minutes long, depending on the assignment. Each group member is expected to verbally participate, and individual sections should be similar in length. All presentations require a formal introduction, conclusion, and PowerPoint presentation, unless otherwise noted by professor.

Components:

**Introduction**: Includes a welcome, individual first and last names, presentation topic, and agenda. This can be EXTREMELY short. *(TIP: Practice the introduction prior to the presentation; the introduction sets the tone for the entire presentation. An unorganized introduction can cause the audience to lose interest right away.)*

**Body**: Follows a logical flow of information to audience. The body presents the main points of your presentation and crucial information you would like the audience to consider and retain.

**Transitions**: Involves a change in speakers and/or topic thoughts. *(TIP: Many times, transitions are overlooked and lack proper planning. Poor transitions can make your presentation seem hastily assembled, so be sure to practice them!)*

**Conclusion/questions**: Should NOT just be a reiteration of your agenda. Consists of final presentation topic thoughts, as well as an opportunity for audience questions. Like the introduction, can be VERY brief.

**Visual aids**: Visual aids can include paper handouts, PowerPoint slides, video and/or audio media, and physical props. For classroom presentation purposes, visual aids typically are limited to PowerPoint slides. The visual presentation should include, at minimum: a title slide, an agenda slide, appropriate body text slides, and a conclusion slide.

Steps in preparing a group presentation

1. **Plan the presentation as a team**. A group presentation should feel like a cohesive group conscious, not like four or five individuals simply regurgitating his or her personal findings, so each group member should be familiar with all the presentation sections. Remain focused on the purpose of the presentation and the audience’s knowledge level of the subject.

2. **Construct the PowerPoint presentation, including short bullet points of information, charts, graphs, and/or graphics and photographs**. To ensure design, appearance, and voice consistency, one person should oversee the conformity of presentation slides. The visual presentation should include, at minimum: a title slide (which includes a formal presentation title, the presentation date, and all group member names), an agenda slide, appropriate body text slides, and a conclusion slide.

3. **Prepare and practice speeches individually; then, rehearse and revise the entire group presentation**. The group also must decide on certain procedural details. This approach includes setting formal introduction, transition, and conclusion formats that everyone can easily follow. Will the first speaker introduce all presenters or will each person introduce the next speaker? Who is going to introduce the new topic/discussion point: the
person who will speak on the new topic, or the person who just finished the previous topic? The more details you decide beforehand, the less confusion that occurs on presentation day.

4. **Determine physical aspects of presentation.** The audience’s first perception of a group conscious is built on the attire of the group members; to convey professionalism, business casual dress is strongly recommended. Typically, your presentation takes place in your classroom; therefore, decide beforehand who will stand where. Consider the physical dimensions of the room, such as the location of the podium and monitor, the large front room projection screen, and the back room monitor. All these elements will weigh heavily on your presentation’s level of professionalism.

5. **PRACTICE, PRACTICE, PRACTICE, both individually and as a group.** Group rehearsals will raise confidence in your individual presentations and will give the group a more cohesive feeling.

*Group presentations help you prepare for real business settings and situations; therefore, proper etiquette and an extremely high level of professionalism are expected.*