

# HANDOUT #1

## SELF-ASSESSMENT

Poorly Organized	_____	Well Organized
Weak Arguments	_____	Strong Arguments
Monotonous	_____	Varied
Poor Eye Contact	_____	Excellent Eye Contact
Stilted Style	_____	Conversational Style
Dull	_____	Interesting
Weak	_____	Forceful
Indifferent	_____	Concerned
Nervous	_____	Calm
Disfluent	_____	Fluent





# HANDOUT #4

## SUPPORTING EVIDENCE

How can I make my message more persuasive? Jot down notes on supporting evidence below.

### EXAMPLES

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### STATISTICS

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### ANALOGY

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### TESTIMONY FROM AUTHORITY

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# HANDOUT #5

## PRESENTATION OUTLINE

**INTRODUCTION:** Get attention and preview main points

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**Transition:** \_\_\_\_\_

**BODY:** Remember to use examples, statistics, authority, analogy, internal summaries and focus words. Strategic ordering is also vital.

**Main Point:** \_\_\_\_\_

**Support:** \_\_\_\_\_

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**Transition:** \_\_\_\_\_

**Main Point:** \_\_\_\_\_

**Support:** \_\_\_\_\_

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**Transition:** \_\_\_\_\_

## PRESENTATION OUTLINE (CONT.)

**Main Point:** \_\_\_\_\_

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**Support:** \_\_\_\_\_

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**Transition:** \_\_\_\_\_

**CONCLUSION:** Incite the audience to action, restate a stylized version of your outcome goals and add a note of finality.

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Sources:

Glaser & Associates, Inc. Mastery of Leadership Communication: Persuasion and Influence.

South-Western Education Publishing. Speaking and Presenting.