

(Sample presentation notes)

## **INTRODUCTION:**

- 1912 election → topic
- Outline of talk

### **1. ORIGINAL TOPIC and why**

### **2. MEETINGS LED TO CHANGE:**

Mackintosh and Bales

### **3. SOURCES:**

#### KEY DATABASE:

\*\*Dict. of American Elections

#### KEY BOOK:

\*\*Smith, *The 1912 Election*  
(1960)

# Remember:

The more you have in your notes, the more you are going to be tempted to read – or look down for “reassurance.”

Reading disconnects you from your audience, bores your listeners, and makes you appear robotic or unprepared.

Audiences want the information AND the real you. They relax and listen when you appear to be relaxed, interested in what you are saying, and talking to them. The interest comes across most when you *talk to* people, not *read at* them (or do the equivalent by reciting a *memorized* talk.)

You KNOW your topic, why you chose it, the databases you used, the key secondary sources, what you have been thinking about the literature, etc. Thus there is no reason to write them all out.

If you need to write out a key name, or date, or event,  
DO SO.

But otherwise you just need reminders to keep you on track or in case you “go blank” (which can happen to even the most experienced and confident speakers).