

*(Sample 2-minute presentation notes)*

# **1. INTRODUCTION: interests & plan**

**1 . . . 2 . . . 3 . . .**

# **2. ORIGINAL TOPIC ⇒ NEW TOPIC**

\*\*McClurken

\*\*Bales

# **3. KEY QUESTION**

# **4. PRIMARY SOURCES:**

\*\*collection of letters

**With these sources, I hope to . . . .**

Good afternoon . . .

★ Family trips ⇒ TOPIC

★ Narrowed Topic: QUESTIONS

⊙ BLACK WOMEN IN AMERICA

⊙ WOMEN AND WAR (ENCY.)

⊙ ENCY OF RELIGION & WAR

★ Newspapers

⊙ Chronicling America

Thank you . . . .

## Remember:

The more you have in your notes, the more you are going to be tempted to read.

Reading disconnects you from your audience, bores your listeners, and makes you appear robotic and even clumsy.

Audiences want the information AND the real you. They relax and listen when you appear to be relaxed and interested in what you are saying. 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, whom you talked with, the key primary sources you found, what you have been thinking about your project, etc. Thus there is no reason to write out everything.

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

But otherwise you just need reminders to keep you on track.