

**A POCKET  
GUIDE TO  
PUBLIC  
SPEAKING  
4<sup>TH</sup> EDITION**

**Chapter 28**

**Presenting in Teams**

# Working in Teams



- Analyze the audience and set goals.
  - ▶ Consider the audience's interests and needs.
  - ▶ Think about how to meet them.
  - ▶ Establish goals all can agree on.

# Working in Teams (cont.)



- Assign roles and tasks.
  - ▶ Designate a team leader.
  - ▶ Assign members to various research aspects.
  - ▶ Set firm time limits.
- Establish transitions between speakers.
  - ▶ Work out transitions ahead of time.

# Working in Teams (cont.)



- Consider the presenters' strengths.
  - ▶ Strong presentation style/credibility to open
  - ▶ More cautious speakers in the middle
  - ▶ Close with another strong speaker

# Working in Teams (cont.)

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- Coordinate the presentation aids.
  - ▶ Assign one person to coordinate aids.
  - ▶ Assign one person to present aids.
- Rehearse the presentation several times.
  - ▶ Practice as a group with presentation aids.
  - ▶ Rehearse several times.

# Presenting in Panels, Symposia, and Forums

- Panel discussions
  - ▶ Topic discussed by group with audience
  - ▶ No formally prepared speeches
  - ▶ Moderator directs the discussion
    - ▶ Directs questions to participants
    - ▶ Introduces and summarizes the discussion

# Presenting in Panels, Symposia, and Forums (cont.)

## ► Considerations

- ▶ What is the agenda?
- ▶ Who is your audience?
- ▶ What are the ground rules?
- ▶ What topic aspects will participants address?
- ▶ How much time for the question-and-answer session?

# Presenting in Panels, Symposia, and Forums (cont.)

- Symposium
  - ▶ Formal meeting with various speakers
  - ▶ Addresses various aspects of one topic
  - ▶ May conclude with:
    - ▶ Question-and-answer session
    - ▶ Panel discussion



# Presenting in Panels, Symposia, and Forums (cont.)

## ► Considerations

- What aspects will other participants address?
- What is the speaking order?
- What are your time constraints?
- Who is your audience?
- Questions asked by audience or speakers?

# Presenting in Panels, Symposia, and Forums (cont.)

- Forums

- ▶ Discussion of issues of public interest
- ▶ Policymakers and voters discuss key issues
- ▶ Occur in physical places and online
- ▶ May feature a panel or symposium
- ▶ Example: town hall meetings

# Presenting in Panels, Symposia, and Forums (cont.)

## ► Considerations

- Organize your thoughts in advance.
- Do not duplicate others' questions/comments.
- Use no more time than necessary.
- Include a call to action if appropriate.