

# BENNINGTON

## FIELD WORK TERM FORMAL PRESENTATION GUIDELINES

### Eligibility\*

This option is available to:

- Juniors and seniors.
- Recipients of the FWT Universal Grant, Student Gift Grant, First-year International Student Grant, or Iftekhar Entrepreneurial Grant.
- *Required* of recipients of the Public Action Grant (regardless of class year).

\*For grant recipients, this option will meet both the FWT reflective project requirement and the grant requirement to present at FWT Night.

*Note: The formal presentation option is not available for FWT summer makeup.*

### Purpose

Whether it's pitching an idea, lobbying for a cause, educating a group, or inspiring a movement, the ability to effectively communicate through formal presentation is required to succeed in most every professional pursuit. This option provides students with an opportunity to learn more about the fundamentals of crafting and delivering a compelling formal presentation.

### Process

You must [sign up](#) by February 9, 2018 to give a formal presentation. Students are expected to give a 5 minute formal presentation reflecting key aspects of their FWT experience. Presentations will be made at FWT Night on Thursday, Feb 22 2018 from 7-8:30 PM in CAPA. (Given this year's earlier date for FWT Night, please plan to work on your presentation prior to the end of FWT.)

Presenters will be pre-assigned 5 minute time slots and will be given a time warning as they near the time limit. Presentations will be recorded and may be shared with donors and other institutional partners. Students selecting this option are asked to present via Powerpoint, Prezi, or other multimedia platform, and will be requested to share their presentation file with the FWT Office by midnight on Tuesday, Feb. 20, in advance of FWT Night, so that staff may queue presentation content ahead of time.

The scope and content of the presentation may be determined by the student, but all presentations should address many of the key questions below. Additionally, you may find it helpful to refer to [this rubric](#).

- What is your name, term, and your course of study?
- What organization did you work for? Why did you choose to work for this particular organization?
- What aspects of your FWT work were you most curious about and why? What are the questions you had going into FWT?
- What is the organization's mission and work?
- Who are the constituents or individuals served by this work?
- What were your core responsibilities and how did they support the organization's mission? What was the impact of any projects you worked on?
- What did FWT teach you about the industry you were working in? What did you learn about your values and goals for your professional and academic work?
- What did you learn about yourself and the environment in which you like to live and work?
- Who were some of the people that had an impact on your experience?

- What questions are you left with?
- Has this experience had an effect on your Plan?

As a way of preparing for the presentation over FWT, students are encouraged to document their FWT experience through journaling or another medium, and to actively curate items, photographs, and information over FWT to include in their final presentation. Additionally, students should reflect on the overall goals of their presentation, considering the following prompts:

- What is the core message you wish to communicate?
- What are your key speaking points that will reinforce your message?
- What kind of supportive materials, visuals, and evidence will help make your case?
- What do you want your audience to leave knowing? Feeling? Experiencing? Thinking about?
- How has your FWT experience given you insights and expertise into this topic?
- What questions are still left to be answered?
- How do you recommend pursuing those questions?

In previous years, the FWT Office sponsored FWT presentation preparatory sessions intended to give students a space and structure for sharing their “draft” presentations and receiving feedback. Based on student feedback, these preparatory sessions will not be offered in a group format in 2018. However, students interested in receiving advance feedback are welcome to attend an optional presentation rehearsal session on Monday, February 19 from 12:30-1:45. (Location TBD.) You can indicate your interest in this when [signing up](#) for the formal presentation option by February 9. Additionally, please read the tips for effective presentations, below.

#### Tips for Giving Effective Presentations

- When preparing a presentation, start by considering who is your audience, and what is the core message that you want to share with this audience. In thinking about your audience, you might also ask yourself:
  - Who is your audience and what do they already know?
  - Where could you start your “story” to grab your audience’s attention? Then, how do you construct a narrative thru line to hold their attention until the end?
  - What was most compelling about your FWT that you wish to share with this audience?
  - Given the topic and core message you wish to communicate, what do you want your audience to leave knowing? Feeling? Experiencing? Thinking about?
- In giving a presentation, consider the “rule of three,” which means limiting your key speaking points to (up to) three main points and structuring the body of your talk around these key points.
- Use supportive materials to bolster your message. What research, visuals, video clips, quotes, statistics, examples, or metaphors will help make your case or tell your story?
- Practice presenting beforehand, both to ensure that you know your material and can hit your time mark, and because it will help reduce nervousness to have your talking points down pat. You do not need to deliver your points in exactly the same way every time; you may even discover improvements with a few rounds of practice.
- On the day of the presentation, make sure you are dressed appropriately. For an FWT Formal Presentation, dress up a little more than you normally would, and make sure your overall appearance is neat and clean.

- Make sure you are speaking slowly enough to be understood. Nervousness can speed speech up, which can make you trip over your words. Build pauses into your slide transitions to give yourself time to recall your points.
- While speaking, sweep the room with your eyes and pause briefly at various points to make eye contact with different members of the audience. This will help you present to the whole room, not just the handful of people directly in front of you.
- Use open body language, facing the room instead of the projection, and rotating your whole body to follow your eyes. Use gestures for emphasis.

### Suggested Reading

Here are a few resources for preparing and delivering a presentation. Keep in mind that these are general guides, not specifically tailored for the FWT presentation.

1. A [detailed guide](#) on structure and delivery with questions to ask yourself
2. An [FAQ-style guide](#) for some questions you might have
3. Some [tips](#) for first-time presenters
4. Information on [different types of presentations](#)

Also be sure to keep your five-minute time limit in mind:

1. [Seven Things to Do When You Have to Give a Short Speech](#)
2. [The Five-Minute Presentation](#)
3. [Mastering the Art of the Five-Minute Presentation](#)
4. [Make Short Presentations Effective](#)

### Site Evaluations

Completing a site evaluation allows you to share your thoughts with other students and the FWT Office on topics such as supervision, quality of work, and value of the experience. Please take a few moments to complete a site evaluation for your 2018 FWT. Log in to [WorkLink](#), click on "Your FWT: Register and view your FWT Records." Click on "Site Evaluation" next to your current FWT Site (just above "Submit Reflective Project").