Presenting in a Group

When preparing material

- Make expectations clear, and set deadlines for yourselves.
- Be supportive and respectful of each other; when there’s a problem, work together to solve it.
- Organize your work and content to allow all members to participate effectively, and carry your own weight.
- Decide as a group if you are using notecards. For a consistent look, either everyone or no one should use notecards (having only part of the group with notecards makes those people seem underprepared).
- Make sure PowerPoint slides or other visual aids have a consistent visual theme.
- Remember that your professor can help you resolve issues.

When presenting

- Pay attention to your group members when they are presenting. If you can’t find their material interesting, how can your classmates in the audience? As a member of the group, you are always part of the presentation, even if you are not speaking.
- Make sure transitions between speakers is smooth—don’t leave gaps where no one is speaking, or speak over one another. These transitions should be well rehearsed.
- Maintain a sense of unity with the group. Even if you don’t agree with something, you should still present as though you are 100% invested in the group and the presentation.
- Don’t let each other fall—if someone is really struggling, step in and help them. At the same time, don’t be impatient or annoyed because they’re not doing it the way you would.