

HOW TO PREPARE FOR A GROUP PRESENTATION

Overview

Preparing for a group presentation requires careful planning, clear communication, and coordinated practice. Following these five steps improves collaboration, maintaining audience engagement, and providing a more polished presentation.

1. Assign Roles

- a. Decide who will cover each topic.
Identify the strengths and weaknesses of each participant.
- b. Write down everyone's task to avoid confusion.
Confirm and tick every person's job to cement decisions.

2. Create an Ideal Outline

- a. Meet as a group.
Agree on the order of points.
- b. Use a shared document so updates are visible to all.
Collaborate even when you're not close to keep updated.

3. Practice Transitions

- a. Write short handover lines (e.g., "Now _ will explain...").
Increase flow between peoples' points.
- b. Rehearse them until they have good flow and are natural.
Provide confidence in speaking and understanding.

4. Time Each Section

- a. Use a stopwatch when practicing.
Time each person to see times and performance.
- b. Adjust content so the whole presentation fits within the limit.
Ensure the presentation is within the time constraint.

5. Rehearse Together

- a. Do at least one full run-through as if it's live.
Develop and produce the “almost” real thing.
- b. Give each other feedback and fix mistakes.
Tidy small things and add some final tweaks.