



## PRESENTATION DEVELOPMENT: DELIVERING AN EFFECTIVE EDUCATIONAL TALK

**Presenter Name:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

Presentation Criteria	Was Criteria Met?	Feedback
Eye Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
Material Well-Rehearsed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
Speech Patterns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
Fluctuations & Energy in Speech	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
Maintains Time (5 mins)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
Maintains Focus on Topic	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
“Right” Amount of Information	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
Visuals Aids in Effectiveness	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	

**UC Master Gardener Program of Contra Costa County**

**Help Desk:** (925) 608-6683 or [ccmg@ucanr.edu](mailto:ccmg@ucanr.edu) **Web:** [ccmg.ucanr.edu](http://ccmg.ucanr.edu) **Facebook, Instagram & YouTube:** CoCoMGUC



Engaged Audience	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
Learning Objective/s Clear	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	
Learning Objective/s Met	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	

## RESOURCES:

### PREPARING & DELIVERING EFFECTIVE TALKS

- Learning Objectives:  
[https://ucanr.edu/sites/Professional\\_Development/files/330033.pdf](https://ucanr.edu/sites/Professional_Development/files/330033.pdf)
- Engage Your Audience #1:  
[https://docs.google.com/presentation/d/1TWYYQTcSela6Kvu\\_-1nyWEJouO-Bi0o6cvlfGMpz4qQ/present?slide=id.g9e3e052b66\\_2\\_68](https://docs.google.com/presentation/d/1TWYYQTcSela6Kvu_-1nyWEJouO-Bi0o6cvlfGMpz4qQ/present?slide=id.g9e3e052b66_2_68)
- Engage Your Audience #2:  
[https://ucanr.edu/sites/Professional\\_Development/files/288733.pdf](https://ucanr.edu/sites/Professional_Development/files/288733.pdf)
- Strategies for Adult Learners:  
[https://ucanr.edu/sites/Professional\\_Development/files/299648.pdf](https://ucanr.edu/sites/Professional_Development/files/299648.pdf)

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- Adult Learner Activities:

[https://ucanr.edu/sites/Professional\\_Development/files/336014.pdf](https://ucanr.edu/sites/Professional_Development/files/336014.pdf)

- ANR Learning & Development Resource Page:

[https://ucanr.edu/sites/Professional\\_Development/Extension\\_-\\_Delivery/Message/#ReviewOptions](https://ucanr.edu/sites/Professional_Development/Extension_-_Delivery/Message/#ReviewOptions)

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