

How to Condense Information for Maximum Effect

Fold the paper so only the first paragraph is visible. Read the paragraph and edit all unnecessary information. Turn to the bottom portion of paper and read the edited version. Discuss how fewer details make for more powerful presentations.

First Draft:

When I was a teenager and had just received my driver's license, Mother decided we were going shopping one day and told me I could back the car out of the garage. We never had a session in driver's training on how to do that and our driveway made it necessary to turn the wheels as soon as you were out of the garage. So I jumped in and started backing up. My hands and my head were so synchronized, that as I turned my head to see where I was going my hands followed right along on the wheel. I heard a creaking and groaning noise and turned back around just in time to see the garage door crashing down on the hood of the car.

Second Draft:

I had just received my driver's license when Mother gave me permission to back the car out of the garage. Very excited, I got behind the wheel and started the car. Unfortunately, my hands and my head were so synchronized that when I turned to see where I was going my hands followed along on the wheel. There was a sickening screech as the garage door came crashing down on the car.

Microphone Skills

1. When you arrive at the meeting place, make it a point to check the microphone before the event begins.
2. A cordless mic is necessary if you are going to have audience participation. It will enable you to walk around with no cord to worry about. If you request this ahead of time, they may be able to supply one.
3. Hold the microphone close to your mouth. (Treat it like an ice cream cone, but don't lick it!)
4. Everyone needs a microphone. Occasionally a speaker will state that she has a loud voice and doesn't need a mic. This is not true. Some members of the audience may not hear well. Yes, everyone needs a microphone!