



Transforming East Alabama Mathematics

The East Alabama Partnership for the Improvement of Mathematics Education

Tips for Effective Presenting

Whether you are presenting an overview of TEAM-Math for parents, conducting a workshop or planning session for teachers, or even briefing your principal on what is happening with TEAM-Math, you may find the following tips useful:

Be thoroughly prepared.

- Know what your goals are.
- Know your audience and adapt what you are doing as necessary.
- Anticipate questions that you may get.

Be enthusiastic and positive.

- Your attitude speaks at least as loud as your words. If you seem unsure about what you are saying, then your audience will also tend to be unsure.
- Focus on the benefits for your audience. But remember to emphasize that it's ultimately all for the students!

Avoid becoming defensive.

- Listen and learn! Don't be dismissive.
- Acknowledge concerns, but indicate how they might be addressed.

Stay focused on your main messages.

- Don't let get side-tracked onto peripheral issues.
- Always work your way back to the point of the meeting.

Practice what you preach.

- What you do must match with what you say. Otherwise, your message will lack credibility.

And most important of all...

- HAVE FUN!