

6 Tips for Presenting With a Team, As A Team (Aug 11)

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By Lisa B. Marshall

Presenting in a team may seem like a daunting task, but there are benefits too. You're not alone! Someone can come to your rescue, if you need it. Teammates also can contribute their unique perspectives and experiences which adds dimension to a presentation.

For your next team assignment, try incorporating these tips and techniques to deliver an unforgettable presentation:

1) Mutual Understanding

Often when working in teams, the presentation material is divided into small sections and distributed among members. Then everyone runs off and only learns their required area.

For a presentation to be really professional, everyone should understand all of the material, possibly even be able to present all of the material. Take the time to make sure each group member has a solid grasp of the subject and material.

2) Use the PEP Model

The PEP model (Point, Evidence, Point) teaches speakers how to support their ideas and make their points interesting and credible. Whenever you make a point, you should also provide evidence (such as an analogy, story, comparison or example) for that point. Then make the point again, but using different words.

To use the PEP model in a team presentation you divide the P-E-P. The first (or main) speaker makes a point, a different speaker provides evidence, and the first speaker summarizes the point again.

3) Know your Role

Before you present, make sure everyone is clear about their role. Will you present together? Will you take turns as lead speaker? How will you transition from speaker to speaker?

It doesn't matter what you decide, but you need to decide ahead of time. It's also a good idea to mark who is supposed to be speaking in your presentation notes.

4) Practice...and Practice Again.

Practice early and practice a lot! You'll want to practice two, maybe even three times more than you would if you were giving a presentation alone. Every member should at least understand all of the material – and that takes time!

5) Be Supportive

Remember, you're in this as a team, as equals. This is not a competition between you and your co-presenter, it's a collaboration. When your partner is speaking you should give him or her your full attention. Listen actively to what is being said. If they say something funny, then laugh; in fact, laugh generously. And if a teammate makes an important point, you can nod your head slightly in agreement.

6) Tackling the Q&A – Together

Try to distribute the questions evenly so all presenters have an opportunity to provide an answer. If the audience is favoring one person, the favored partner should include the others by redirecting questions. “Tim, what you do think about that?”

The opposite also needs to be considered. If one member of the team is having difficulty providing an answer, the other team members should lend a hand – or in this case, a voice.

About the Author:

Lisa B Marshall has been sharing her enthusiasm for communication for over 12 years. Her web site, [The Public Speaker](#), provides free and fun practical tips to improve your personal and professional success. Lisa is also the author of *Ace Your Interview* [Macmillan Audio], and is currently working on her second book, coming to bookstores everywhere in 2011. For more tips about team presentations visit www.lisabmarshall.com/blog

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