

103 Speaking Project Support Groups

Group Members:

Group 1	Group 2	Group 3
Group 4	Group 5	Group 6

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Meeting 1

1. Prepare to introduce your topic to your group members (it's not the actual presentation).
2. Briefly introduce your topic to your group members. Ask if there are any questions from the other members.
3. Other members give constructive (useful and beneficial) feedback to the presenting member.
4. Google on the internet and look for **tips on giving presentations**. Decide on your groups' **top ten tips** for giving a presentation. Write them down.
5. Discuss questions you might have and give each other advice. Write down a few notes on what you spoke about and any questions you might have.

Top ten tips:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

We discussed the following:

Date:

Present members:
