



APRIL 2008 | 35th ANNUAL CONFERENCE  
WESTERN REGIONAL HONORS COUNCIL

Dear Participants of the WRHC Conference:

Greetings from Flagstaff, Arizona and Northern Arizona University! We hope that your preparations are going well and that you are looking forward to attending this event at our brand new conference center.

This letter is intended to give you suggestions and pointers for assuring a successful presentation at the conference. We ask that you use this letter as a kind of checklist so that you can feel confident about presenting your excellent work to a receptive audience. Please read over these suggestions.

\_\_\_ Practice reading your presentations out loud both to yourselves and to others, who can act as your “pretend” audience members. Have them give you feedback about any aspects of your presentation that might need more work.

\_\_\_ As you read your presentations out loud or read them silently, look for sentences that are cumbersome, baggy, or awkward-sounding. Revise them so that you can read them out loud smoothly, without tripping on words or phrases.

\_\_\_ Make sure that your presentations, at the outset (in your introduction), clarify your thesis, objectives, and “plan of action” for your audience. Remember: audiences listening to your presentations may need cues and may need to have some sort of “road map” or sense of organization that will help them follow your ideas as you present them out loud. Make sure that this organization (and your thesis) are obvious from the outset.

\_\_\_ Look carefully at how all of your paragraphs join together: are your transitions smooth? Can a listening audience tell when you are moving from one idea and paragraph to the next?

\_\_\_ When quoting from secondary or even primary sources, be sure that your audience members can clearly notice when you shift from your own writing to that of someone else's. To do this, you might want to introduce your quotations by saying "Professor So-and-So has said," or some such phrase that lets your listeners know that you are quoting from someone else's writing. You are also welcome to say – out loud – the words "quote/end-quote" to let us know when you have begun and have ended a quotation. Quote moderately in any case: quotations can impede the flow of your presentation if used excessively.

\_\_\_ Practice making eye contact with your audience.

\_\_\_ If giving a power-point presentation, make sure that your slides are in the right order and that you are comfortable speaking about them to the audience. Please either email your presentation as an attachment to WRHC08@nau.edu OR send to NAU Honors (PO Box 5689; Flagstaff, AZ 86011) no less than 10 days in advance of the start of the conference so that we can load your presentation on the Conference Center's server. Your presentation will be displayed and available at the time of your presentation. As a back-up, you should bring a CD or a flash drive with your presentation copied on it. You are also welcome to bring your laptops.

\_\_\_ When traveling, always bring 2 copies of your presentation and pack them in different locations so that if you lose one, you always will have the other.

\_\_\_ Each room will be equipped with a projector and screen. If you will need to play a DVD or video, please let us know in advance, so that we can supply your rooms with the correct equipment.

\_\_\_ Finally, be sure to meet with your mentors who can offer you any last minute advice about your presentations!

Please don't hesitate to contact us if you have concerns or questions. We look forward to meeting all of you in April!

Sincerely,

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