

PRESENTER	GROUP MEMBERS	TIMEKEEPER
<ul style="list-style-type: none">○ Stay calm and relaxed.○ Show confidence in your plans.○ Speak clearly and do not rush through your presentation.○ Use your self-reliance plan on pages 107–8.○ Look at the audience as much as you can.	<ul style="list-style-type: none">○ Listen to the presenters.○ Think of suggestions or questions you might ask that would be helpful (and never hurtful) to the presenter.○ Take notes if you would like to.○ Use the questions on page 124 and the space for taking notes if it is useful to you.	<ul style="list-style-type: none">○ Watch the time and keep things moving along, especially if there are many presenters.○ Kindly let people know when time is almost out.○ Use good judgment; if a meaningful discussion is happening, let it go for a little while before getting back on track with timing.