

**Get the A.P.P.!**  
**Audience and Presenter Protocol**

<b>AUDIENCE</b>	<b>PRESENTER</b>
<p>Support the presenter. Allow the presenter the opportunity to take charge of his/her time. Behave in a manner that would be helpful to you when your turn to present comes.</p> <p>Before: Support the presenter.</p> <ul style="list-style-type: none"> <li>• Take care of personal business.</li> <li>• Turn off your cell phone.</li> <li>• Choose a seat away from distractions – friends, food, and drink.</li> </ul> <p>During: Support the presenter.</p> <ul style="list-style-type: none"> <li>• Enter and exit discreetly and at appropriate times.</li> <li>• Sit up even if you're uncomfortable.</li> <li>• Keep your hands folded on your lap or on your desk.</li> <li>• Applaud when appropriate.</li> </ul> <p>After: Support the presenter.</p> <ul style="list-style-type: none"> <li>• Applaud when appropriate.</li> <li>• Ask questions courteously.</li> </ul> <p>Note on guest speakers: If time allows, personally introduce yourself to the speaker with a handshake and share a comment you have about their presentation.</p>	<p>Convince the audience. Take charge of the moment and make it worth the audience's time. Behave in a manner that shows you are prepared and passionate.</p> <p>Before: Convince the audience.</p> <ul style="list-style-type: none"> <li>• Turn off your cell phone.</li> <li>• Greet your audience and introduce yourself appropriately.</li> <li>• Know whether or not you need to make a formal introduction. Your classmates probably already know your name.</li> </ul> <p>During: Convince the audience.</p> <ul style="list-style-type: none"> <li>• Demonstrate that you have rehearsed even if you haven't. Know your topic, materials, and equipment.</li> <li>• Use your materials and equipment appropriately. Make visual aids meaningful.</li> <li>• Be "prepared" for technological failure.</li> <li>• Give everyone some attention. Your teacher is not the only audience member.</li> </ul> <p>After: Convince the audience.</p> <ul style="list-style-type: none"> <li>• Cue your audience to let them know you are concluding your presentation by asking if they have any questions.</li> <li>• Respond appropriately to questions, say thank you, and exit appropriately. Be aware of current events that pertain to your topic, as they might spur questions.</li> <li>• If no one has questions, thank the audience for their time and exit appropriately.</li> </ul> <p>Note on group presentations: Support your fellow presenters.</p>