

## PRESENTATION TIPS

### Preparing Yourself and Preparing the Presentation

- Know yourself and your audience
- General presentation format:
  - Introduction - attention-getters, value to audience, prove credibility
  - Body - main points supported with data, arranged logically
  - Conclusion - review key information, end with call to action
- Practice, practice, practice!
  - Practice 3-6 times
  - Remember ideas/concepts, not words
  - Practice timing using your actual notes
- Logistics/materials and dress:
  - Check seating arrangements, lectern, audio/visual equipment, and so forth *beforehand*
  - Dress neatly and professionally

### Giving the Presentation

- Taking the stage:
  - Be yourself and be confident
  - Establish contact with audience
  - Be mindful of posture, fidgeting, or shuffling paper
  - Speak clearly and loudly
- Fielding questions:
  - Establish a system for Q&A (e.g., questions throughout vs. at the end only)
  - Listen carefully
  - Repeat questions for others to hear and understand\

### Need to save time?

1. Be punctual and start on time
2. Give clear instructions
3. Put directions in writing
4. Keep discussions on track. Don't digress.

### Need to start a discussion?

1. Summarize what someone said
2. Give positive feedback on comments
3. Show how shared ideas relate

### Need to get their attention?

1. Use a silent signal (e.g., raised hand)
2. Use a catch phrase relevant to material

### Need general help?

1. Use real examples when possible
2. Use key words as memory aids