

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