

## Presentation Tips

### Preparing a Presentation

- 1) Define your purpose**  
What are you presenting? Who are you presenting to?
- 2) Outline your 3 main points**  
What do you want to say? Keep it short and simple.
- 3) Gather content and presentation ideas**  
What information do you need to demonstrate your points?  
What is a creative way to present? Do you need visual aids?
- 4) Practice**  
The more you practice, the more relaxed you'll be when you present.



### Three elements of a presentation

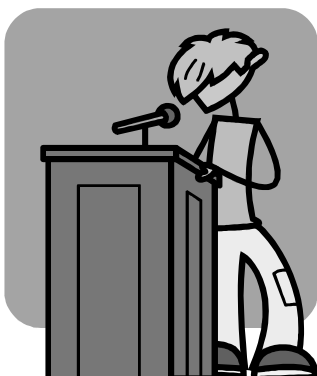
- 1) Introduction**                      Tell them what you're going to tell them
- 2) Body**                                      Tell them your main points
- 3) Conclusion**                      Tell them what you've told them

### Ways to 'spice up' your presentation

- Stories
- Questions
- Pictures, cartoons and video-clips
- Sound-clips
- Audience participation exercises
- Quotations
- Props
- Examples
- Analogies
- Statistics

### Audio Visual Tips

- Don't have too many – It distracts from your message
- Make sure displays are simple and easy to read
- Make sure the whole audience can see them
- Don't just write what you're going to say on an overhead or PowerPoint



### Tips for speaking in front of an audience

- Speak slowly
- Pausing is fine
- Make eye contact with the audience  
*(Or just look up at something at the back of the room)*
- Stand still
- Don't read from a list or from your card
- Try not to fidget or play with your paper or pen
- K.I.S.S (Keep it Simple Silly)