



'Bite Size' Top Tips!

Presentation Skills: Handy Pointers



DO

- Get organised! The more organised you are, the more focused your presentation will be and the more relaxed you'll feel.
- Establish a good structure. For example, if you are asked to present for ten minutes don't try to focus on more than three key points.
- Breathe!
- Realise and accept that all good speakers experience nervous tension before speaking.
- Speak clearly, slowly and at an appropriate level for your audience.
- Use vocabulary that is appropriate for your audience. If you use new vocabulary or terminology, make sure you explain it and, if possible, write it on the board or a flipchart.
- Make eye contact with all members of your audience.
- Feel free to move around if comfortable.*
- Use hand gestures.*
- Allow the audience to ask questions and determine at the beginning when these will be permissible.
- Practice your presentation with a partner, friend or in front of a mirror.
- Remember to thank your audience and introduce the next speaker if appropriate.
- Think about a suitable 'take away message'.

DON'T

- Try to cover too much material in the given time.
- Read your presentation word for word. You can use short notes, but reading a presentation is unnatural and difficult for your audience to follow.
- Start with an apology
- Risk weak or dodgy jokes.
- *Rock, sway or use repetitive gestures.