

PRESENTATION ESSENTIALS

Things to do...

- ☐ Good organization
- ☐ Preparation
- ✓ Speak from clear & comprehensive notes
- ✓ PRACTICE MAKES PERFECT
- ✓ Do not read your presentation
- ☐ Confidence
- ✓ Do not begin with an apology for your knowledge/your English
- ✓ Be thoroughly prepared & familiar with your material:
PREPARATION CREATES CONFIDENCE

❑ Responsiveness

- ✓ Make eye contact with members of the audience.
- ✓ Check to see whether the audience is following you.

❑ Clarity

- ✓ Be sure that the organization of your talk is clear to the audience.
- ✓ Strive for a smooth transition from one point to the next.
- ✓ Don't speak too fast, pronounce your words clearly, project your voice so that the people in the back can hear you, try not to use too many pauses/hesitations.
- ✓ Use the blackboard to illustrate & clarify difficult points.

☐ Enthusiasm

- ✓ When something is important, say it slower & louder.
- ✓ Try to communicate to the audience your own interest in and enthusiasm for your subject: ENTHUSIASM IS CONTAGIOUS.

☐ Body language is important

- ✓ Standing, walking/moving about with appropriate hand gesture/facial expression is preferred.
- ☐ Add humor whenever appropriate & possible