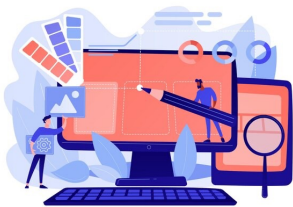


Giving Effective Presentations



PREPARE

- Don't write out a script – use key words as a memory aid
- If you are using PowerPoint:
 - List only the key ideas and elaborate while speaking
 - In general, aim for one slide for every minute of your presentation
 - If presenting in person, use size 18 font or larger for readability

- Practice in front of the mirror or record yourself
- Time yourself and ensure to be done with 30 seconds to spare
- Speak slower – you're always speaking faster than you think
- Think about your intonation, utilize your hands and the physical space
- Don't restart if you make a mistake – just keep going
- Ask someone to count how many filler words you use ("um," "like," etc.)



PRACTICE



PRESENT

- Use the timer on your phone to keep you on track
- Don't look at your slides – look at the audience and refer to your key words
- Some people like to pretend they are acting on a stage
- If you have trouble slowing down, take a breath at the end of each sentence
- Look at the audiences' body language, ensuring they're engaged
- If there is a Q&A, take time to think about the answer before you say it – you don't need to respond instantly