

## **Giving a Presentation? Here are some basics to think about.**

### **Approach the Speaking Area**

Walk confidently. Do not speak till you take your spot.

### **Greeting the Audience**

Signals speech is about to begin.

If someone introduced you, thank that person first.

Try to maintain eye contact, relax and smile.

### **Strong Introduction**

Polite attention given for only 15-20 seconds.

You must entice them to listen right away.

### **Purpose**

Clear explanation of what you're telling them about, why they should care, how it impacts them.

### **Body**

Here's where you present your support.

Main ideas on note cards- do not script out.

Rehearse but do not memorize.

Time yourself – your presentation has time limits.

### **Visual Aids**

Sized large enough for back-row visibility.

Clear, Dark, Simple, Eye Appeal.

Plan for where they'll go and what you'll need.

Use when appropriate – at the optimal time.

Maintain eye contact with audience, not visual aid.

Never pass something around - it distracts.

### **Hand Outs**

Use only when needed: audience will focus on and read handouts as soon as they have them.

### **Conclusion**

Have a strong wrap-up. Signals to the audience you're through.

### **Allow for Questions**

### **Delivery**

Make eye contact with audience.

Use hand and facial gestures and move around a bit.

Relax – breathe.

### **Return to your seat gracefully.**

Resist the urge to breathe a sigh of relief or showboat – this behavior detracts from credibility.