

Presentation Tips

To give a good presentation, you need to give your audience clear information.

Organize your ideas before presenting, and time yourself as you practice. Speak your whole presentation (to an audience if you can) at least three times before you present. Do NOT write complete sentences and do NOT read to your audience. This will be boring for your audience and you will not make your speaking skills better this way. On small, numbered note cards, write down the most important words to help you remember what you want to say. Below is an outline of how you should speak and move during your presentation and how you should organize your presentation.

DELIVERY

VOICE

- Speak so everyone in the room can **hear** you
- Speak as **fluently** as you can (practice will help this)
- Speak **clearly**
- Speak **naturally from notes** (DO NOT read the presentation)

BODY LANGUAGE

- Use good **eye contact** with EVERYONE in the room (not just your instructor or your friends)
- Use **visual aids** well (use eye contact and point to important parts of your visual aids)

PRESENTATION ORGANIZATION

INTRODUCTION

background information

- help listeners understand your main ideas (possible examples listed below depending on your topic)
 - why you choose the topic
 - give background information if needed
 - give definitions to important ideas

main ideas

- tell listeners the **main topic** and the **subtopics** in your presentation, but **DO NOT** explain them yet (example–**Topic:** difficulties of living in a city **Subtopics:** 1. a lot of crime, 2. a lot of money, 3. a lot of noise)
“Three main difficulties to living in a city that this presentation will explain are that it is dangerous, expensive, and noisy.”

BODY

organization

- if you have **more than one subtopic**, explain them in the same order as your introduction
- **explain each subtopic** by:
 - giving examples
 - telling stories that explain the subtopic
 - explaining statistics (from research)

CONCLUSION

- **signal** the start of the conclusion
- **restate** the presentation’s main ideas
- **ask** the audience for questions (listen carefully and try to give very clear answers to all questions)
- **thank** the audience

BE AN ACTIVE AUDIENCE MEMBER

When listening to classmates, think about what (s)he did the best, what should the speaker **work on doing better** for the next presentation, and what **question(s)** you have for the presenter.