

**Seven ways to give a good**

***PRESENTATION***

# 1. BE PREPARED

- Decide what the main points of your talk are going to be and think about what your audience wants from your talk.
- Put yourself in their shoes!

## 2. ORGANISE YOUR INFORMATION

- When preparing GET TO THE POINT.
- Don't add too much background information.
- Include some statistics BUT NOT too many.

# 3. PRACTISE MAKES PERFECT

Write a script or outline of what you want to say and then...

- practise in front of your mirror.
- practise with a friend or classmate.
- practise until you've memorised it.

## 4. USE NOTE CARDS

- On each card write one main point with supporting points.
- Write the point in note form, with keyboard (not complete sentences)
- Keep your head UP not down.

# 5. VISUAL AIDS ADD INTEREST

- Use pictures, video/internet images or clips BUT not too many.

# 6. KEEP YOUR AUDIENCE INTERESTED

- Use a little bit of humour.
- Keep eye contact with the audience.
- Use graphics, quotations and include strange/unusual/surprising facts.

# 7. DON'T SPEAK LIKE A ROBOT

- One of the worst things is listening to someone who reads in a robotic, monotone voice.
- Remember, vary your voice pitch; let your voice RISE and FALL.
- You are not a robot, you are human... and so is your audience.