

Tips for Better Presentations

Timing

Your presentation time is 30 minutes, including 10 minutes for questions. Plan, prepare and practice to the allotted time you're given to speak. If you end early, no one will mind, but ending late is poor planning and disrupts any sessions following yours. You should arrive at the venue early to check layout and set up.

Keep it relevant

When preparing your speech, consider the 'must know', 'should know' and 'could know'. Limit your presentation material according to time and audience interest.

Push emotional buttons

Include examples, anecdotes and analogies to reinforce the key points of your presentation. You'll have more impact than by just using pure data.

Create user-friendly notes for yourself

Use bullet points instead of sentences. Make the text easy to read (use a felt tip pen or print out your notes in at least an 18-point font and make it bold). Only use the top two-thirds of the page to avoid having to look down, and use highlighter pens to indicate the must, should and could know information.

Practice out loud

Rehearse in front of peers and ask for honest feedback. If possible, have someone video you presenting, this is a great way to discover what you really look like in front of an audience.

Deliver with passion

It's amazing how catchy enthusiasm is. If your voice is expressive and your gestures animated, you will appear confident and passionate.

Think ahead about all the questions you might be asked

The question and answer part of the presentation may be more important than the actual presentation - particularly the questions that could throw you. Remember to paraphrase the questions before answering them and take into account the questioner's reasons for asking.

When answering, keep looking around the audience - others may have had the same question. Treat all questions and questioners with respect.

Toastmasters

If you need help – join a public speaking group like Toastmasters.

As long as you stay focused on the audience, in preparation and delivery and during the question and answer session, you should be successful.