

PRESENTATION TIPS

BODY LANGUAGE

1. EYE CONTACT

- a. Focus on the friendly faces in the audience
- b. Types of eye contact
 - Scanning
 - One face at a time (still across the room and back)
- c. Pay close attention to the corners of the room
- d. Maintain eye contact with the audience. Glance at your notes and then return your eye contact to the audience
- e. To avoid direct eye contact and/or staring at the audience, look at the bridge of someone's nose. It will appear that you are making direct contact without the anxiety of looking straight into the eye

2. APPEARANCE

- a. Dress the part
 - Dress one notch above the audience
 - Suits –reds, blacks or blues

3. POSTURE

- a. Maintain good posture whether standing or sitting. Slouching reduces your energy and the energy of the audience
- b. Hands, 4 things you could do from the *least to the most desirable*
 - Fig leaf (hands together in front of the belly)
 - Parade rest (hands together behind back)
 - Hands at sides (can rub first finger and thumb together for comfort)
 - *GESTURE* with your hands and arms to maintain the audience's interest

4. FACIAL EXPRESSIONS

- a. Lots of facial expressions
- b. Consistent with content

5. AVOID

- a. Adaptors- Anxiety, management helps control for adaptors
 - Pen clicking
 - Touching face (less credibility)
 - Anything that is a distraction to your audience
 - One-on-one non-verbal communication

CONTENT

1. PLAN

- a. Plan presentation carefully
- b. Think about the way you will present the oral presentation (e.g., handouts, PowerPoint slides, flipchart, Posters etc.)
- c. Prepare all those material (and backup materials) well in advance
- d. Make sure that your presentation will fit into the allotted time frame

2. SELECTION

- a. Be selective with content
- b. All information cannot be included
- c. Give the main topics/ arguments to your listeners
- d. Do not include too much information on background and methods, and then run out of time for the results and conclusions

3. LANGUAGE

- a. Use appropriate humor
- b. Use clear, concise language and avoid acronyms and jargon

4. EXAMPLES

- a. Examples make your point more clear and keep the interest of the audience.

VERBAL COMMUNICATIONS

1. VOICE

- a. Project your voice
- b. Enunciate. You will lose the audience if they cannot understand what is being said
- c. Vary your tone to keep the audiences attention
- d. Speak at an even pace. Going through material too quickly will make it difficult for the audience to follow. Going through the material too slowly may result in your audience becoming bored.

2. SIGNALS

- a. Pause for emphasis. A pause signals that the information is important
- b. Check in with your audience. Look for signs of confusion, agreement or boredom, and make adjustments to your presentation based on what you see
- c. Use notes. Do not read from slides, notes or any other material use them as a point of reference.

AUDIOVISUAL TIPS

1. HANDOUTS

- a. Attendees love handouts. If possible plan to have handouts or bring an adequate supply of business cards to give to participants who would like to contact you for copies or additional information.
- b. Handouts should be distributed before during or after the presentation.
- c. The handouts should be relevant to the presentation, providing extra information, graphs, pictures etc. that does not fit into the presentation.
- d. The purpose of handouts are to provide the audience with a written record of your present to which they can write down their thoughts and make notes on
- e. If you have them make sure to link the presentation to handouts

2. VISUAL AIDS

- a. Aids audience in following the presentation
- b. Aids audience in understanding important points
- c. Enhances the oral presentation

MANAGE ANXIETY

1. PRACTICE!!!

2. Observe other speakers before the presentation date. Note the techniques that make a presentation compelling
3. No caffeine the day of the presentation
4. Visualize doing well; visualize doing a good job even before you practice
5. Audience wants you to succeed
6. Relaxation Techniques; classical conditioning; 5-7 minutes
 - a. Sit with feet firm on the floor, long deep breath, hold, let out, long breath, hold and tighten face and shoulders, lower back, butt, thigh etc then relax them . . .repeat
 - b. Guided imagery- relax body through the mind; sit, feet planted on the floor draw a long slow deep breath and imagine anything that totally relaxes you
7. Get there on hour early
 - a. Check logistics (proper seating, test audio visual, room temperature and room set up)
 - b. Check in with moderator and co-presenters to verify order of presentations and proper pronunciation of your name
 - c. Mirror check for appearance
 - d. Stand in place and practice first line, memorize first and last lines
 - e. Greet people

8. Have water readily available to drink
9. Breathe long, slow and deeply for two minutes before the talk (during the introduction)
10. One deep breath before beginning
11. Acute anxiety will lessen after 1-2 minutes
12. Goal: to appear confident and comfortable
 - a. APPEAR to be confident (don't have to be confident) you almost always do appear more confident than you feel
 - b. Use positive body language and expressions. If you look tense and uncomfortable then your audience will feel this way too
13. During the presentation:
 - a. If you make a mistake keep going do not call attention to it
 - b. Turn away from the audience and drink a little water. This moistens your mouth and makes it easier to speak clearly
 - c. Concentrate on the message, focus your attention away from your anxiety and toward the message to your audience