

Tips for Effective Presentations

- Be aware of your appearance.
 - Clothing.—Dress professionally.
 - Gestures.—Use your hands appropriately.
 - Facial expressions.—Is your face animated, and does it communicate interest?
 - Posture.—Stand up straight.
- Be aware of your voice.
 - Tone.—Promote enthusiasm and interest.
 - Enunciation.—Clearly pronounce each word.
 - Volume.—Speak up; ensure that your audience can hear you.
 - Pace, speed.—Do not speak too rapidly or too slowly, pause too long, or fill the pauses with um's and ah's.
- Establish contact.—Move around the room; get close to the audience.
- Open with energy, enthusiasm, and animation.
- Do not open with a joke, but realize that humor is a tool. Humor need not be a joke, and it works best if it relates to the topic at hand. Not easy for some of us.
- Do not apologize, even if you think you should; prepare thoroughly so that you do not need to apologize.
- Make eye contact with several individuals around the room.
- Give the audience an overview Start by stating objectives.
- Avoid excessive “quirks.” Example: jingling keys in your pocket (remove them)
- Look at the audience; face them and not the screen.
- Use different gestures, body movements.
- Know your subject matter. Do not read to the group; reading shows that you are not prepared or do not have a good grasp of the subject.
- Use examples, hypothetical situations, questions, anecdotes.
- Use visual aids.
- Hold handouts until end if at all possible, but use appropriately.
- Do not rush at the end; a good finish is important to drive home the points you made. Hence, make sure you have enough agenda time or make sure you fit your presentation to the agenda time available. Again, don't apologize if you do run out of time.