

Presentation Tips

BEFORE

BE AUDIENCE-CENTERED

- Know your target audience:
 - **Who** is my audience?
 - **What** are they here to learn?
 - **Why** is this valuable?
 - **How** can this be easily applied to their career/life/skill set in the future?



PREPARE YOUR MATERIAL

- Define your main idea and learning objectives
- Provide only **relevant** and **key** information (Don't overload your slides)
- Determine the best method for presentation delivery (impromptu, extemporaneous, manuscript)

PRACTICE, PRACTICE, PRACTICE

- **Rehearse your presentation!** When you practice it enough you figure out the rhythm.
- Familiarize yourself with the room and technology you will use beforehand
- Focus on your delivery by **rhetorical strategies: logos, ethos, and pathos.**
- Prepare yourself for unexpected interruptions (tech lapses, internal/external noise)

SET YOUR STAGE

- Familiarize yourself with the room and technology beforehand
- Find a perfect match of data and narrative to effectively convey your message

DURING

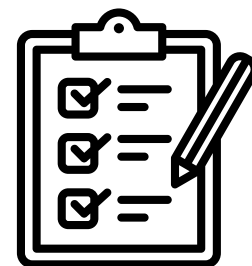
ENGAGE YOUR AUDIENCE

- **Have fun** with your presentation!
- Use an **energetic, active voice** to grab and maintain attention
- Use pauses strategically but avoid using filler words such as “like” and “um”
- Use an example to which the audience can relate



CONSIDER YOUR BODY LANGUAGE

- Lean forward occasionally (it shows your audience you are engaged)
- Use hand gestures to highlight your words
- Make eye contact to elevate audience rapport



AFTER

EVALUATE YOURSELF

- Review the presentation survey

PLAN YOUR NEXT PRESENTATION!