1.8c 10 Tips for Good Presentations

1. **PLAN AND PRACTICE**

* Have your thoughts organized beforehand in an order that makes sense.
* Practice as if you were actually giving your presentation. Time your presentation, make changes, and get feedback from friends or family members.

**2. IN THE VERY BEGINNING OF YOUR PRESENTATION, INTRODUCE**

**YOURSELF AND WHAT YOU ARE GOING TO TALK ABOUT.**

* Tip: As part of your introduction, let your audience know if you would like them to ask questions during the presentation or to wait until the end.

**3. STAND STRAIGHT AND LOOK AT THE AUDIENCE WHEN YOU ARE**

**TALKING. MAKE EYE CONTACT!**

**4. TRY NOT TO READ DIRECTLY FROM THE PAPER (BUT IT IS OK TO LOOK**

**AT IT SOMETIMES).**

* Tip: Write some ideas in the order you want to say them and try just flowing from there. (It takes practice for this to come off in an organized way.)

**5. SPEAK SLOWLY, CLEARLY, AND LOUDLY, USING PROFESSIONAL**

**LANGUAGE. (TRY NOT TO USE FILLER WORDS LIKE UM.)**

**6. USE VISUALS TO DEMONSTRATE WHAT YOU ARE TALKING ABOUT.**

**7. DON’T WORRY, AND DON’T APOLOGIZE FOR MISTAKES! EVERYONE IN**

**THE ROOM IS THERE TO SUPPORT YOU.**

* Tip: Take a deep breath when you are stuck or use humor if that helps.

**8. ASK THE AUDIENCE FOR QUESTIONS.**

**9. THANK THE AUDIENCE WHEN YOU ARE DONE.**

**10. BE YOURSELF!**