

# DELIVERING YOUR PRESENTATION

## YOUR PERSONAL STYLE

Know your strengths and build on them; for example, are you confident? Are you good at being relaxed, or are you more formal?

Know your weaknesses and allow for them in your preparation and in the presentation itself; for example, are you fidgety, nervous, waffly or defensive?

## YOUR DRESS

Look neat and tidy, but be comfortable.

There are no hard and fast rules, but be aware jangly jewellery; coins in your pocket; see through items (!); and very bright clothes. All these will distract your audience.

## YOUR BODY LANGUAGE

You should be aware of any body language issues if you have practised your presentation thoroughly.

Things to look out for are eye contact, gestures, habits, posture and facial expressions.

Smile, keep your hands in sight and have an open posture (do not fold your arms).

It is all right to move around if this helps you to relax, but do not pace the floor!

## NERVES

Preparation and practice are major tools in lessening your nerves – be organised.

Breathe slowly to help you relax.

Take your time; do not rush in at the beginning and start to gabble.

Try to appear confident, even if you are terrified.

Moving around helps relaxation; do not get rooted to the spot.

## YOUR NOTES OR PROMPTS

It is a good idea to use small index cards, which are less visible, and rattle less than A4 sheets of paper. You are also not tempted to write the whole presentation out and read it from the sheets – or hide behind them!

Use one card for each main point of your presentation.

Number the cards so that if you drop them, you can quickly put them back into order.

Use key words, not detailed notes, so you cannot read them out.

Underline or highlight words if this makes your prompts easier to use for you.

Put timings on if you feel this will help you.

## AUDIENCE INVOLVEMENT

Eye contact – scanning your audience

Respond to the audience's reactions; positive (e.g. smiling) or negative (e.g. going to sleep)

Ask if the audience can see your visual aids

Invite questions

## ANSWERING QUESTIONS

Say at the start when you will take questions, if your tutor has given you a choice in this. At the end of the presentation is less interruption for your flow than in the middle

Let the questioner finish, then rephrase the question to give yourself time to think

Respect the questioner, even if they are rude, biased or scornful. Do not lose your temper or argue.

If cannot answer a question, note down the question and questioner's contact details, and get back to them.