

# **PRACTISING YOUR PRESENTATION**

## **WHY YOU SHOULD PRACTISE**

To build your confidence and to help lessen your nerves  
To ensure that you look professional  
To learn your presentation so you do not read it out but can just use prompts  
To identify where your presentation might need some adjustment

## **WHAT YOU SHOULD PRACTISE**

Timing - you will be given a time limit for your presentation (like a word limit for an essay), and you may lose marks if you are under or over it  
Content – memorising it  
Body language, including eye contact  
Voice level - if you can be heard at the back of the room  
Using the equipment in the room; for example a computer or projector  
Visual aids - if they can be seen clearly from the back of the room

## **WHEN AND HOW YOU SHOULD PRACTISE**

Practice as your preparation progresses - you will need several practices!  
Rehearse for real, as if you are delivering your presentation on the day  
Ask someone to listen to you, who will give an honest opinion on the above issues  
Alternatively, practise in front of a mirror, or film yourself

## **WHERE YOU SHOULD PRACTISE**

Practice anywhere to start with  
You must also practice in the room in which you will deliver your presentation (for voice levels, the visibility of your visual aids, and the equipment in the room)