



Deliver a Presentation

Perfect Preparation Makes Perfect

Be ready in advance

- Don't leave creating your presentation until the last minute, It WILL take longer than you expect, and you won't have time to really get comfortable with what you want to say.

Be well practised

- Run through your presentation a number of times alone and with a volunteer audience. This will help you to check timings and order, and try different ways of making the points, and means you will be less reliant on notes on the day.

Be well organised

- The less that is unknown, the more you are in control. As well as knowing your presentation inside-out, be clear about practicalities such as equipment, room layout audience numbers etc.

Plan your outfit

- Make sure it is something you will be comfortable in and gives you confidence. If you are unsure of the dress code, find out in advance.

Model 'What good Looks like' by being...

Confident

Clear

**Well-
Prepared**

Enthusiastic

Animated

Organised

**Knowledgea
ble**

Likeable

Efficient

Relaxed

But most of all by BEING YOURSELF!

EVERY good presenter is AUTHENTIC.

KEY POINTS

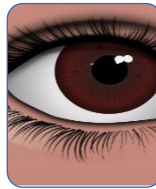


Gain Attention

Aim to start your presentation off by clearly:

- Engaging the audience's curiosity, or
- Highlighting 'what's in it for them'

Generally, you will do this either...



Visually

- Use pictures or a film to start
- Look the part
- Put your game face on
- Be dramatic (if appropriate and congruent with your personality and topic)



Aurally

- Use a question, quote, or tell a short story
- Make a promise that will benefit the audience
- Say something provocative that goes against the accepted view
- Use Music

Retain Attention

Body Language

Eye contact and brow movement	Posture
Hand/Arm Gestures	Facial gestures
Leg behaviour	Personal space

Voice Tone

V	• Volume
E	• Energy
S	• Speed
P	• Pitch
A	• Articulation

Ending Well



Summary

- Repetition of key points



Call to Action

- Make a specific request of the audience

Other ways to end include:

- A rhetorical question
- A quote
- A story
- Answer the question you asked at the start
- A short video
- Humour