

# General Tips for Presentations

1. Practice each of your presentations thoroughly before you actually give them.
2. Time all of them carefully to make sure they fit the time limit!  
Remember: the audience does not appreciate your presentation for being under or overtime.

## What the audience will be looking for when listening to your presentation:

- Appropriateness of topic for the type of speech being delivered (informative or persuasive, or even close to veering on persuasive, for the first two!)
- Clear, discernable preview and summary statements (don't have the audience looking for them or start guessing)
- Good organization (a clear attention-getting introduction, a well-developed and organized body—appropriate for the speech type, and a distinct conclusion)
- Adherence to speech requirements (presentation aids, number of oral source citations notes, time limit, etc.)
- Good development of points (appropriate use of examples, appropriate use of testimony and statistics)
- Signs of being well prepared and researched
- Creativity and style in content and delivery
- Appropriate physical appearance (clean, formal and presentable; "a step above from your audience's).

### NOTE:

A presenter's delivery skills count heavily in  $v_j g'cwf kqpeg)u'r gtegr vqp$ .

Therefore, make sure you have practiced your speeches several times, if possible in front of an audience (or at least a mirror), so you are able to present:

- enthusiastic/confident deliveries,
- good inclusive eye contact,
- good posture and natural gestures,
- fluency (no filler phrases or vocalized pauses), and
- smooth use of presentation aids, etc.