

Presentation Skills Quick Tips

for best practices when preparing for and giving a presentation

I) When Preparing

A) Understand the purpose of a presentation

- a) A presentation is a means of communicating to get a message across

B) Understand your nerves

- a) Fear of presentation is really fear of

(1) vulnerability, rejection, failure, scrutiny, etc.

- b) Overcome by:

(1) embracing rejection, breathing, hydrating, preparing and practicing

(2) Power Posing (Harvard Study) helps calm nerves and elevates confidence. Do it by standing up straight with your hands on your hips like Wonder Woman for 30 seconds.

C) Consider what kind of presentation it is

- a) Audience

(1) Age

(2) Background knowledge

(3) Purpose of attendance

- b) Topic

(1) Why should your audience “buy-in”?

(2) What are the benefits of your presentation

- c) Type of presentation

(1) PowerPoint, Prezi, Visual, Data-heavy, etc.

II) Presentation

A) Three Main Parts

- a) Introduction

(1) Introduce yourself and use Attention Grabbing Devices (AGD) to start strong

(2) Introduce Topic

(a) What will be covered?

(b) Why is it important/relevant?

(3) THESIS!

- b) Body

(1) Supporting Arguments + Evidence

(2) Transitional phrases so the presentation is not choppy

(3) Body language; engaging and inviting

- c) Conclusion

(1) Wrap up

(2) Review

(3) Answer questions from the audience

III) Keep in Mind

A) What you say in a presentation is important, but so is how you say it.

- a) Eye contact: signals concentration, authority, engagement, etc.

b) Filler words: avoid using ‘um’, ‘like’, ‘you know’ by slowing down and thinking through your thoughts

c) Fidgeting: avoid it by being conscious of your posture and practicing more beneficial body movements instead.

d) Timing and Tone: speak slowly, avoid sounding monotoned, be clear and confident.