

## Deliver an Engaging Presentation Talk

When you prepare and practice, you can deliver a presentation for clients, collaborators, and friends in an engaging way. These steps can help you stay calm and focused while sharing your presentation with any audience.

### How to Prepare:

1. **Prepare the space**
  - a. **For presenting in person:** confirm location; request a walkthrough or rehearsal
  - b. **For presenting from home:** find a quiet, private space; set up equipment in advance
2. **Prepare yourself**

Choose what to wear and what items you might want nearby, like water
3. **Prepare speaker notes**

Make sure you have formatted them so you can read and present easily

### How to Practice:

1. Rehearse out loud
2. Edit your speaker notes as you rehearse
3. Practice using **Presenter view** and try tools like the **pointer** and **captions**
4. Time yourself to determine the length of your presentation
5. Record yourself and review or ask a friend or colleague for feedback

### How to Perform:

1. Turn on closed captions for accessibility
2. Remember to breathe and take your time
3. Try to connect with the audience
  - a. To start a Q&A session: in **Present mode**, select **Q&A > Start New**
  - b. Encourage audience members to connect over chat