

# 9 Help yourself \_\_\_\_\_

## Giving presentations reference

### Ten tips for better presentations

**1** Plan your presentation in notes form. Brief notes that you can understand at a glance are more useful than a script.

**2** Practise referring to written notes while you speak.

**3** Practise using your voice effectively. Don't speak too quickly. Vary the pitch and volume of your voice.

**4** Practise using any equipment or apparatus such as computer programs or CDs before you give your presentation.

**5** Get your audience's attention. Break the ice with a joke or anecdote related to your topic.

**6** If your presentation is long, give a brief summary of the main areas at the start so that your audience know what to expect.

**7** Keep your audience interested. Don't just talk at them. Involve your audience in some way, for example, by asking them a question.

**8** Use body language effectively. Your hands can help illustrate and emphasize what you say, but fidgeting can distract your audience.

**9** Make eye contact with your audience. Don't look at your notes all the time or stare at the ground.

**10** End with a provocative statement or a question to the audience.