

## Module: Delivering an Effective Presentation: Additional Information

No.	Contents:
1.	<b>Tip</b> Act on the feedback you received during your rehearsal.
2.	<b>Tip</b> Avoid turning your back on your audience during your presentation.
3.	<b>Tip</b> During the Q&A session, repeat the question posed so that everyone is aware of the question being addressed.
4.	<b>Tip</b> During the Q&A session, take a moment to reflect on the question posed before you answer it.
5.	<b>Tip</b> During the Q&A session, allow your audience to finish asking the question before you respond with an answer.
6.	<b>Tip</b> Offer to get back with the answer for questions that you do not have an immediate answer.
7.	<b>Tip</b> During the Q&A session, conclude each answer by checking if you have answered the question posed.
8.	<b>Tip</b> For your rehearsal, practice speaking in front of a mirror so you can see yourself from head to toe. This helps you check your posture and gestures.
9.	<b>Tip</b> During your rehearsal, look out for distracting habits you need to stop doing them.
10.	<b>Tip</b> When using cue cards, make sure they are arranged in the same sequence as your presentation.
11.	<b>Tip</b> In the event that the computer does not work, bring along some hard copies of your presentation slides.

12.	<b>Tip</b> Avoid standing behind a lectern or desk during the presentation. Stand to one side of the projection screen or blackboard, and closer to the audience if possible. This will make you look more confident.
13.	<b>Tip</b> When posing a question to your audience, pause and wait for a response.
14.	<b>Tip</b> If you must turn down the room lights, don't turn them off entirely. Your audience may end up dozing off!