

# The Ten Commandments For Good Presentations

Alejandro C. Frery  
School of Mathematics and Statistics  
Victoria University of Wellington

1. *Acquaint yourself with your audience beforehand. Let your material and your words be shaped with them in mind.*
2. *Stir curiosity from the outset, and sustain it as your discourse unfolds.*
3. *Hold your listeners' time in esteem. Speak neither too long nor too briefly, but within the bounds that have been granted you.*
4. *Convey respect in posture, language, and attire; and when you speak, look each person earnestly in the eye.*
5. *Draw your audience into the matter at hand. Invite their participation through well-chosen questions.*
6. *Place in their hands a modest token of your talk, such as a printed leaflet containing the chief points (many a fine  $\text{\LaTeX}$  template exists for this purpose).*
7. *Cite but the most pertinent works, and offer a word of commentary on each.*
8. *Speak with order and method. As a paper has its Introduction, Method, Results, and Discussion, so too should your presentation proceed in like fashion.*
9. *Employ varied means to make your subject plain—slides, blackboard, sound, or moving picture. Stand not before your own projection.*
10. *Rehearse. Test your materials in the very place where you shall speak. Take note of the lights and the instruments of projection.*