

TIPS ON DELIVERING PRESENTATIONS

- Types of presentation: *press conference, briefing, demonstration, product launch, lecture, talk, seminar, workshop,*
- **stand-up presentation** – one person talking to an audience

PREPARATIONS

- ❖ Worth doing BEFORE you appear in front of your audience:
 - Find about the audience.
 - Find about the venue and the facilities.
 - Plan the content and the structure.
 - Try to memorize the first five sentence of your talk.
 - Rehearse your presentation.

PARTS OF PRESENTATION

1. **Introduction** - introduce yourself, outline, prompt questions
2. **Main part** – gain the audience's attention, voice, more tips
3. **Closing** – bring the presentation to a close, answer questions, final phrase

MORE TIPS

- Start on time.
- Keep to your timings.
- Don't spend too much time on something.
- Don't digress.
- Finish on time.

BODY LANGUAGE

- Make eye contact.
- Face your audience at all times.
- Smile, but not too much.
- Use gestures.
- Stay more or less in one place.