- CONCLUSION:
  - clear outline of the main points
  - essential outcomes
  - Brief an clear
  - possible improvements - future work and related things, questions to think about
  - potential shortcomings
  - say thank you to your audience
  → clear the message.
  → Summarise the things.

Non - verbal communication

- gesture
- eye contact
- emotions
- facial expressions
- Good way to start
→ Confidence
→ posture
- use Non verbal communication to enhance clearness and presentation

Introduction

- first impression

- catch the attention of the audience

- clear high-level explanation of the topic

- **short and clear**

- outline of the presentation
- start "active listening" mode in your audience

preparation presentation.

* Well organized.
* well written
* Idea Driven
* Have Enough knowledge presented throy -

- slides should not be redundant with what will be said

- at least three days before giving the presendation

- think about the time limit

- not too much text on the slides so people are not distracted
  by it instead of listening to the speaker
- try it before - but don't overdo it

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VISUALS -

- clear message
- should not take long to interpret
- should complement what we're talking about
- suitable for place and audience
- "wake up" people
* Good Representation.
* catch the attention

- an image could be better than 1000 words
- good for examples

main body of the presentation:

- clear, understandable
- adjusted to the audience
- connected
- not a lot of text, good structure
- mix text with images, charts, graphs if possible
- choose suitable representation (chart than table,...)

→ some unique in the idea.

Discussion

- to listen
- to be able to admit mistakes
- be civil, polite
- don't ask off-topic q'stions
- give space to other participants
- take time for consideration whether your question is suitable, easy to answer

* Good Speaker.
* Good Listener.
-> Easy to understable.

— give ideas about future work