

DELIVERY

you should (have to) control your body language
and you should speak not very fast (or slow)

dis → You should have interesting topic of presentation

- dis →
- have strong beginning and ending
 - to be with visual contact with audience (not look at PC or materials)
 - should pronounce well and loud
 - could have some materials to lend to audience
 - shouldn't speak monotonally
 - at the beginning - introducing of yourself and your presentation
 - to explain to people structure of presentation (that discussion will be after..)
 - ~~Q & A~~ Questions and Answers

ORGANISATION

- ↳ not a lot of information in ppt
- ↳ introducing myself and my topic, and why I chose
- ↳ structure of ppt
- ↳ pictures - big pictures
- ↳ graphs
- ↳ summarizing
- ↳ ~~the~~ low attention
- ↳ open discussion
- interesting topic for everybody
- rehearsal
- leave the time for listeners between parts of pres. (to make notes etc.)
- ~~sources~~ sources
- it should be continuous
- recommendation for the future research

QUESTIONS & ANSWERS

- the information that there will be time to discussion after presentation
- you should be able to answer every question
- the presenter is opening discussion
 - ↳ I can send you the answer later
- eye contact
- the ~~low~~ ~~of~~ questions
- be able to react on everything
- ~~g~~ give some contact low later info
- questions and answers should be connected with the topic
- you shouldn't disturb ~~the~~ and you should listen, because then you will be able to ask ~~the~~ questions
- audience shouldn't torture speaker
- to be polite while answering
- short and concentrated questions and answers
and clear

PREPARATION

- to carefully choose the topic
 - ↳ interesting for audience
 - ↳ I should be interested in it
- to get all the information together: search the sources, read found materials
- to prepare some keywords
- to get enough time for pres.
- to check the time of pres.
- to try ~~pres.~~ pres. with friends, eye contact
- to make power point help (to make "offline version" when technical problems)
- to look acceptably (haircut, clothes, smell:)
 - to prepare technique
 - try to make uninteresting topic interesting
 - no materials speaking
 - don't be nervous before presentation
 - ↳ breathing techniques - yoga?
- ~~handout~~ handout
- fluent presentation
- should have structure of ppt