

Guide to Great Presentations

When you give a presentation:

- 1. Become an authority.**
 - Get excited about your topic and your research. Know your topic well. When you show enthusiasm, your audience will become enthused as well. The best way to show that you care about your topic is to know your topic and engage the audience. Be prepared.
- 2. Rehearse.**
 - Practice the entire presentation. Repeat the hard parts until they are smooth.
 - Practice how you will engage the audience with your body language.
 - Make eye contact with members of the audience as if you were talking with them one to one.
 - Use your hands to gesture.
 - Before the presentation, practice pronouncing words that you don't usually use in conversation. Use an audio button on an online dictionary if you are unsure of the correct pronunciation.
 - If you need to read your presentation, know it well enough that you can look up at the audience every few seconds.
- 3. Never apologize.**
 - Focus on your topic, not yourself. If you make a mistake, fix it as you move forward. If it is a little mistake, just keep going. The audience doesn't know your presentation like you do, and they want you to do well.
- 4. Visualize success.**
 - Picture yourself speaking slowly in a loud, clear voice. Once you start, take a deep breath when you break between sections to avoid filler words such as *um* and *like*. It is OK to leave a second or two of silence; it allows the audience time to catch up with what you are saying. Many people speak too quickly or too slowly when they are addressing an audience. Aim to keep a natural, conversational pace.

To turn your research into an audience-pleasing presentation:

- 1. Write an attention-grabbing introduction.**
 - Use a famous quote.
 - Ask a question.
 - Have the audience make a mind movie.
 - State an interesting fact.
 - Tell an interesting story.
- 2. Connect your ideas.**
 - In the middle, give evidence to support each point.
- 3. Leave enough time for a memorable ending.**
 - Summarize the important ideas and why they are important to the audience.
 - State a final surprising or interesting story or fact.
 - End with a bonus; tell one more important point.
 - Thank the audience.