



Presentation Tips and Strategies

At some point during school, you will give a presentation. Does the idea of doing a presentation make you nervous? Don't worry! While it's normal to be a bit nervous about speaking in public, it is also possible to become more comfortable in front of an audience.

Use these tips and strategies to help you on your next presentation.

Before the Presentation

- Think about what you want to say ahead of time. Don't try to make up your presentation on the spot.
- Think about who your audience is. Explain your ideas in a way that your audience will understand.
- Organize your information in a logical way. That way, your audience will be able to understand your ideas and follow along with what you're saying.
- Figure out the two or three main points you want to make. State these first and give information about them. This will help you stay on track.
- Make yourself some notes. It's much easier to speak from notes than from a long report. Plus, it's more interesting for your audience if you're looking at them instead of just reading a report.
- Practice makes perfect! Practice your speech several times. You can practice in front of a mirror, a video camera, friends, and/or family.

Bonus Tip: Design some visual aids. Visual aids help your audience understand your presentation and help to keep their attention. Visual aids include handouts, models, graphs, charts, maps, a PowerPoint slideshow, a video or multimedia presentation, information written on the board, etc.

Day of the Presentation

- Dress for success. Wear clothes that make you feel confident.
- Take a few deep breaths and try to relax.
- Speak slowly.
- Make eye contact.
- Be yourself.
- Glance at your notes; don't read them. Spend most of the time talking with your audience like you're having a conversation.
- Use show and tell. Remember to use your visual aids.
- Keep an eye on the clock. You want to finish your presentation before your time is up.
- Finish strong. Remember to summarize your info, even if you do run out of time.
- Be prepared for questions. Does your teacher allow a question and answer period after each presentation? If so, be ready to answer questions about your presentation.

Use these tips and strategies and before you know it, giving a presentation will be a breeze.