

# PRESENTATION SKILLS

Delivery Pointers!

# WHY MAKE EYE CONTACT?

Keeps your audience focused on your presentation

Makes you (the presenter) appear relaxed

Makes what you say convincing

# HOW SHOULD I MAKE EYE CONTACT?

Look alternatively at different faces around the room

Do NOT focus on a dot or stationary place. Focus on the audience, not above the audience!

Practice to make perfect!

# WHAT DO I DO WITH MY HANDS?

If you are using notes, you may hold them with one or both hands

If NOT using notes, let your hands fall naturally at your sides

Use your hands to express your ideas or feelings

# WHAT SHOULD I NOT DO WITH MY HANDS?

Don't cross your arms

Don't put your hands in your pockets

Don't fidget (play with your hair, scratch your nose, tuck your hair behind your ears, crack your knuckles, clench your fists, or play with your jewelry)

# HOW SHOULD I STAND?

NEVER turn away from your audience, including do not read from your visual aid

Stand straight but relaxed

Do not slouch, sway, or lean sideways

Lean forward if you want to emphasize something

Don't cross your feet or tap them meaninglessly on the floor

# HOW SHOULD I SOUND?

Speak loudly enough, but do not shout

Speak slowly enough, but keep a good pace

Be sure you are pronouncing all words correctly and clearly

Pause between sentences, but avoid using “ummm” in-between your sentences. Instead, take a breath; it will calm you and your audience.

# SHOULD I MEMORIZE, OR MAY I USE MY NOTES?

Good presenters have at least 80 percent of their presentation memorized

Memorizing your presentation enables you to make EYE CONTACT

# HOW CAN I MEMORIZE?

Practice small chunks, gradually adding more.

Practice reading OUT LOUD your ENTIRE presentation at least EIGHT TIMES

Slowly begin taking away your notes