

# Giving Presentations

Speaking in front of a group is a valuable skill in school, your future career, and throughout your life!

## PREP

### IDENTIFY THE PURPOSE:

Consider Topic + Length + Audience

### START STRONG, FINISH STRONG:

Practice your opening and closing statements.

### NOTECARDS & SLIDES:

Use them to support your presentation, not distract from it!

**Bonus Tip:** Ask yourself: "Can I follow my notes or PowerPoint slides even at a glance, and not just read straight from them?"

## PRACTICE

Practicing has TWO major parts:

#1: What you'll say

#2: How you'll say it (inflection, enthusiasm, and hand gestures)

**Bonus Tip:** Present in front of family and friends, or record yourself, to get a sense of your content, pace, and tone.

# DELIVER

## DRESS FOR THE OCCASION:

Extra care in your appearance that day will help you look the part, and more importantly, feel the part.

## BODY LANGUAGE:

Stay alert, take a deep breath, and make eye contact regularly, especially with a smaller audience. You can connect better this way. (They are rooting for you!)

## PACE + TONE:

Keep your voice and delivery steady and even. Practicing will help you with pacing!

## KEEP YOUR COOL:

If you lose your place, don't panic. Smile, take a deep breath, and collect your thoughts before moving on.

**Bonus Tip:** Aim for a conversational, enthusiastic tone. (Pretend you are telling your best friend something very interesting!)

## REMEMBER!

- Most people get nervous! Preparation and practice are the best ways to combat that.
- Picture yourself presenting confidently, and take a deep breath.
- Congratulate yourself on what you did well.
- Know that each presentation you give will get better. You will grow and learn from each one.