

# Giving a Presentation

## Organization



1st  
2nd  
3rd

Now...  
Next...  
Finally...



- Prepare **notecards** with key words in big letters. Don't read from a script.
- In your introduction, tell the audience **what you plan to talk about**.
- Use **transition words** to mark segments of your presentation.
- Keep track of your **timing**.

## Body Language



— shoulders straight

— notecards low

— feet firmly on ground

- Make sure your **shoulders** are **up and back**. Try not to slouch.
- **Hold notecards low** and glance down at them.
- Stand with **both feet** firmly on the **ground**.
- Take a **deep breath** and relax your body

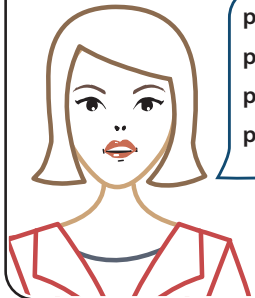
## Facial Expression



- Keep your **head up**.
- **Look** directly **at your audience**, not at your notes.
- **Smile** and show your enthusiasm

# Giving an Effective Presentation (continued)

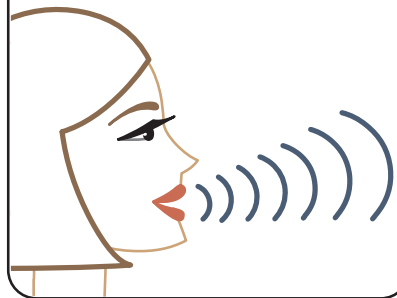
## Pronunciation



photógraphy  
phótophraph  
photógraphy  
phótophraph

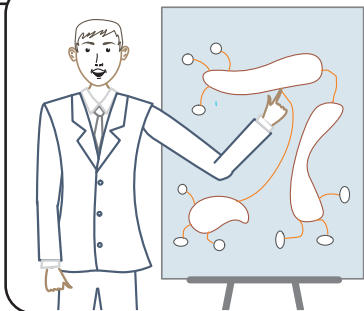
- Practice pronouncing difficult words over and over until you can say them correctly
- Vary your intonation to show enthusiasm - try not to speak in a monotone
- Stress key words and important concepts

## Voice



- Speak slowly and clearly
- Project your voice across the room
- Breathe from the center of your body, not your throat, to increase your volume

## Visual Aids



- Make sure visuals are large and clear
- Point to the areas of your visual as you talk about it
- Keep your eyes on the audience, not on the visual, as you discuss it