**Presentation Tips**

**Preparation**

* Practice, practice, practice (in front of a mirror or videotape yourself).
* Practice in front of your English teacher (or a native speaker) to get feedback on grammar, pronunciation, etc.
* Think of what questions listeners might ask and prepare sample responses.
* Pretend you’re part of the audience and ask yourself if you’d be interested in the presentation. Make changes if necessary.
* Ensure the presentation is the correct length.
* Review visuals to ensure they are accurate.
* Arrive early to familiarize yourself with where you're giving the presentation.
* Prepare a handout in case you can’t access your slides.
* Exercise before the presentation so you feel relaxed.
* Don’t consume caffeine before the presentation; it could make you more nervous.

**Structure**

* Have a strong introduction that grabs your listeners’ attention. What’s in it for them and why should they listen?
* In the introduction, state what the presentation will cover.
* Have an introduction, middle, and conclusion.
* Use [signposts](http://www.businessenglishresources.com/31-2/student-section/student-handouts/signposts-test/)to guide your listeners.
* In the conclusion, summarize the main points of the presentation.
* Invite questions at the end.
* Don't ramble. Stay on topic and talk about one thing at a time.

**Visuals**

* Limit the number of slides.
* Limit the amount of text on each slide.
* Don’t read your slides.
* Use a large font size.
* Don’t hand out a copy of your slides before the presentation.

**Language**

* Vary your tone of voice and sound interested in your topic.
* Speak loud enough for everyone to hear you.
* Don’t speak too quickly (which we tend to do when we're nervous).
* Use the correct level of formality for the occasion.
* Use simple words and grammatical structures if more complex words and structures are likely to give you trouble.

**Body language**

* Don’t show your back to your audience.
* Don’t do anything that makes you look nervous (hand wringing, slouching, looking at the floor).
* Make eye contact with individual people in different areas of the room (look at the tops of people's heads if you are nervous).
* Move away from the podium.
* Stand up straight.
* Smile.