

Tips For a Good Presentation

#1. Keep it Simple

- Outline each of your main messages briefly at the start and finish of the presentation.
- Use clear, understandable words, avoid using complex terms where it is not necessary.
- You could use presentation slides to highlight the main messages, but limit the text on each slide and make sure the text is large and readable.

#2. Use Visuals

- Images are a great communication tool. Include maps, drawings and site photographs where it may give a broader picture of the situation.

#3. Practice & Preparation

- The effectiveness of the presentation will lie in your voice, body language and explanation, so make sure that you understand the subject matter well and are prepared to communicate the key messages in a confident manner.
- You may find it useful to practice your presentation for a few colleagues to prepare.

#4. Engage Your Audience

- Make sure that you can be heard clearly by everyone you are addressing - you may need to check the audio beforehand.
- Look at your audience and make eye contact, don't spend the entire presentation looking down at your notes or your presentation.
- Avoid speaking too quickly and give your audience time to keep up with you.
- Give opportunities for your audience to ask questions.

#5. Relax

- If you feel relaxed during your presentation, you are more likely to be aware of your audience and able to respond to them, and as a result they will be more comfortable to listen and engage with you.
- You may find it gives you confidence when adopting a more assertive posture, with your back straight, avoiding slouching, your shoulders down and your head up.