

Presentation Tips

- Learn as much about your audience as possible
- Be prepared and well organized
- Select a topic you are interested in or know something about
- Rehearse aloud (alone and in front of groups)
- Visualize yourself being successful
- Take deep breaths to relax
- Behave calmly before the speech begins
- Focus on the message
- Seek other speaking opportunities to gain experience and confidence

Presentation Check List

- What type of speech will I give?
- Do I have a solid introduction?
- Do I have a solid conclusion (not "that's it" - a conclusion should wrap up your presentation and reinforce your hypothesis, etc.)?
- Do I have the correct facts, stats, etc.?
- Do you have transitions incorporated?
- Do you have appropriate visuals?
- Do you have a Plan B?
- Have you timed your presentation?
- Have you practiced in front of a variety of audiences?