



Tips for Presenting a Presentation

1. Test Your Equipment

2. Speak Clearly and Loudly

- Enunciate.
- Use Proper Volume.
- Face your audience not the computer screen.

3. Make Eye Contact

- Helps Listeners Stay Engaged.
- Look at everyone in class from one side of room to the other.

4. Do Not Read Slides

- Talk to, or about, the content in the slide.
- Be an expert on your topic.
- Use notes if you have to.

5. Ask Your Audience Questions

- Participation increases enjoyment and understanding.

6. Provide a Handout

- PowerPoint printouts include slides and lines to write notes.

7. Be Prepared

- Have Speaking Notes.
- Practice your presentation

8. Pace Yourself

- When presenting, people tend to be nervous, excited and speak too quickly.
- Be enthusiastic.