

## Presentation Tips

- If you make a mistake, do not worry about it. If you do not draw attention to it by correcting yourself, no one will notice and if they do, they will quickly forget.
- Remember: Make your voice loud- or in the acting term, project your voice.
- Be confident and when you are nearing to the end of your presentation ask the audience if they have any questions or comments. It will make you look mature and let the class know that you really care about the topic.
- Remember that power point is a tool for your audience, not your script. Your presentation should include much more than you put on the power point and your slides should not have too much text on them.
- Try to get the right level of formality in your speech, depending on what it is for and whom you are presenting it to.
- Make sure you look around the room, not just in the middle of the room.
- Have good posture. Do not cross or fold your arms, keep them open. Do not slouch and keep your back straight.
- Try not to argue with your audience. This detracts from your presentation. Just tell them they have an interesting point and that you will check and get back to them.
- Do not forget to look at everyone, not just the floor. Do not stare at anyone in particular but 'skim' the class.
- Move around! You do not have to stand in one spot the entire time. Have fun with it! Using your body to accentuate your voice can also add a more natural feel to your presentation.