10 TIPS ON HOW TO GIVE A GREAT PRESENTATION

1. Practice Out Loud

Practice your speech in front of a mirror or with a friend to improve your delivery. This will help you feel more comfortable and confident when you present in front of a larger audience.

2. Body Language

Use hand gestures and facial expressions to enhance your message. This will help you maintain the attention of your audience and make your presentation more engaging.

3. Timing is Key

 Speak at a pace that is comfortable for you and allows time for your audience to absorb the information. Avoid speaking too quickly or too slowly. Keep track of the time and make sure to leave enough time for questions or discussion.

4. Smile

A smile is a powerful tool for connecting with your audience. It shows that you are confident and approachable, and it will help the audience feel more comfortable and engaged.

5. Index Cards

Use index cards as a visual aid to help you stay on track and remember important points. This will help you avoid rambling and keep your presentation focused.

6. Restate

Summarize the key points of your presentation at the end to reinforce what you have said. This will help the audience remember the most important information.

7. Imagination

Use your imagination to make your presentation more engaging and memorable. Think about how you can make your message more visually appealing and exciting.

8. “Yes, but...”

Instead of using “Yes, but...” try rephrasing your statement to make it more positive. For example, instead of saying “I don’t think this will work,” say “I think this might be a good idea.”

9. “10 Fs”...AND, ON...“BUTS”

Focus on the positive aspects of your presentation and avoid dwelling on the negative. This will help you maintain a positive attitude and make your audience more receptive to your message.

10. “I’m Right, You’re Wrong”

Avoid using negative language and focus on positive reinforcement. This will help you maintain a constructive and collaborative atmosphere.

Expect the Unexpected

Anticipate possible questions and be ready to answer them. This will help you feel more confident and prepared for any unexpected challenges that may arise during your presentation.