

A Few Tips for Presentations

Fall 2019 Gks

How can you give a good presentation? To begin:

- Know your timing
- Know your subject
- Write an outline of your presentation – and key details – on note cards or a half page
- Put together a Powerpoint or Prezi

What should your slides look like?

- Keep it simple – just a few slides, with just a few words
- Show the organization of your talk
- Include important names and details to ease your audience's understanding
- Include a slide with your citations and a thank you slide

What else?

- Dress professionally – it is a sign that you are taking your task seriously

What about the presentation itself? How can you make it most effective?

- Be confident in your expertise (without being condescending or pretentious)
- Speak loudly and clearly
- Address your audience – in this case your fellow students (rather than your professor) – look them in the eye
- Avoid distractions – waving arms, pacing, long pauses, umms, etc.
- Say “Thank you!” when you are finished