

Presentation tips

Here are a few tips to help you give presentations. Try to be as professional as possible.

Introduction

- Introduce yourself and your team mates (*Good morning/ afternoon, let me introduce the team ...*)
- Say what you are going to talk about (*The aim of our talk today is*)
- Say who is going to say what, and when you finish your part, **hand over to the next person** remaining **professional** (*We have divided our presentation into X parts. First I would like to give an overview of, next Ms Y will move on to, and then Mr W is going to focus on*)
- Ask the audience to keep questions to the end in order to avoid being interrupted in your presentation (*If you do not mind we will leave questions until the end*)

General tips

- Speak clearly and loudly. Pay attention to pronunciation, if you have a doubt on a new or difficult word check it on www.howjsay.com
- Do not speak too fast: speak at a steady rate, make pauses to keep your audience interested in what you are talking about.
- You must make eye-contact: include everyone, scan the audience
- Give energy to your talk, make gestures for example or change the tone of your voice. Pay attention to your own bodylanguage.
- Stick to your time limit
- Practice before you present. Never give a presentation without practicing at least once to be sure that it will fit into the time frame

Useful vocabulary

- ▶ to introduce each section:
 - So let's start with ...
 - Now allow me to move on to the second part
 - Let's turn our attention to ...
 - This leads us to ...
 - Finally, let's consider ...
- ▶ To summarise a section:
 - So to recap
 - To sum up
- ▶ to check if the audience is with you
 - Is this clear?
 - Does it make sense?
- ▶ Referring to visuals
 - As you can see on the slide ...

▶ To conclude

- So that brings us to the end of our talk.
- Thank you for your attention, if you have any questions we will be happy to answer them

Power point tips

- Use a large font size on visual aids (minimum 36)
- Do not write more than 6 lines per slide
- Use bullet points instead of sentences
- Do not include information you do not intend to discuss
- Make sure you have booked a projector, it may be handy if you intend to show your powerpoint to the audience
- **DO NOT READ!** You know your subject; you have worked on it, so please, please really do **TALK ABOUT IT!**