

MAKE
—
HAPPEN

KEY

FACTS

WHAT MAKES A GOOD PRESENTATION

What makes a good presentation?

Structure

Introduction, Middle – the main points - and a **Conclusion**

Timing

Check the timings for your presentation. You don't want to run out of time, give yourself plenty of time for your main points.

PowerPoint

Keep slides simple. Don't use too much text and use images where possible.

The delivery

Body language: Smile, make eye contact, stand up straight and move about a bit (but don't fidget!)

Notes: Don't read your presentation word-for-word- make short notes that you can refer to if needed.

Voice

Be enthusiastic about what you are saying. Take it slow, there is power in a pause..

Practice

Hopefully you will know who and how many people you will be presenting to. **Practice as much as possible** in front of friends and family to help you feel more prepared and relaxed.

Top tips

Remember your body language

Structure your presentation

Make eye contact with your audience

Speak slowly and clearly

Don't forget to smile