



## Center for Business Outreach

# Quick Tips: Presentations

### Do's

- Rehearse! Rehearse! Rehearse!
  - ❖ Rehearse in presentation room
- Know your audience
- Visualize a great presentation
  - ❖ Or where you'll be in an hour
  - ❖ You're the expert!
- Check spelling on slides
  - ❖ Have someone else check
  - ❖ Read text backwards
- Dress professionally
- Shake hands w/panelists
  - ❖ Or front row
  - ❖ Introduce yourselves
- Eye contact with audience
  - ❖ Or just above their heads
  - ❖ Teammates look at panelists/class (while waiting to present)
  - ❖ Several teammates answer question

- Project your voice.
  - ❖ Speak clearly/slowly
- Move around the room/podium
- Involve panelists!
- Okay to pause for silence
- Show passion/enthusiasm!
- Relax! It's almost over
- Thank panelists/class

## Use

- Use business cards
- Hand gestures for emphasis (but not too many)
- Keep slides clean/neat
  - ❖ Bullet points
  - ❖ Images & charts
  - ❖ Test links & imbedded videos
- Physical props, samples
  - ❖ Videos
  - ❖ Marketing tools
- Dime trick: squeeze a dime while talking (releases stress/anxiety)

## Don'ts

- No water bottles
- No fidgeting
- Tight fitting clothes, short skirts = distraction
- Do not rely on note cards
  - ❖ Use slides as guides
  - ❖ Don't turn your back on panelists/class
  - ❖ Don't memorize speech
- Avoid filler words = like, so, umm
- Don't use "I hope", "I think", "We believe"
- Do not ramble or talk too fast
  - ❖ Facts only
  - ❖ Don't make up answers
    - ask for advice
    - offer to 'get back to them'