

55 tips for giving a successful presentation:

** This list of tips does not focus on non-verbal communication as it has already been dealt with thoroughly in the step entitled: Non-Verbal Communication.

1. Try and get a good night's sleep before.
2. Do a checklist of things you need to take with you so as not to forget anything.
3. Arrive on time.
4. First impressions count.
5. Prepare, prepare, prepare!
6. Do a dress rehearsal.
7. Bring back-ups.
8. Bring paper versions/ plans of presentations to distribute to facilitate note-taking and concentration.
9. You should perhaps learn your introduction by heart.
10. Number your slides to facilitate question time.
11. Explain your aim and the structure of your presentation at the beginning so that your listeners know what to expect.
12. Bring a bottle of water.
13. KISS – keep it short and simple.
14. Good notes will favour a good presentation.
15. Choose technologies you are at ease with.
16. Do not overload your visual aids.
17. One idea per slide.
18. It is better to stand rather than sit when making a presentation.
19. If you use jargon or abbreviations make sure your audience understands them.
20. Smile.

21. Look at everyone.
22. Use rhetorical questions where possible.
23. Make sure that transitions between sections of your presentation are clear.
24. Thank your audience for their attention at the end.
25. Don't read your Slide shows - reformulate sentences to avoid redundancy and repetition.
26. Avoid jokes.
27. Present yourself and your objective at the beginning.
28. Bring props if you can. They will help your audience to visualize the concepts and facts you want to communicate.
29. Position yourself wisely in the room to maximize communication.
30. NEVER turn your back on the audience.
31. Think about your physical appearance. Which image do you want to portray?
32. Turn off your cell-phone.
33. If you have hypertext links to websites in your slideshow check the links still work.
34. If this is an oral presentation that you are repeating (job application, business presentation etc.) modify the date and adapt the slideshow and its contents to the situation/audience.
35. Empty your pockets of change or objects that may make noise if you put your hands in them.
36. If this is an interview, be prepared to fill out a standard application form and even take a timed written exam upon arrival.
37. Be prepared to speak in foreign languages if you mentioned them in your CV.
38. If you are in a pair or team do not interrupt each-other. Try and look interested or help one-another when not speaking.

39. Try and build up a rapport with the audience involving them from the start in your presentation.
40. A presentation is not a one-way street. It is something you share with an audience. You are not supposed to be the only 'active' person in the room. Get your audience involved.
41. A presentation isn't a race. Speak clearly and at a convenient pace.
42. Stick to timing. Place a watch or a clock next to you.
43. Be enthusiastic and your audience will follow suit.
44. Be careful to establish eye contact with each member of your audience.
45. Look at each person in turn to detect signs of boredom, disinterest or even disagreement, and modify your presentation accordingly.
46. Be aware of and avoid any repetitive and irritating gestures.
47. If speaking a foreign language adapt your language to the listener's level.
48. Be ready to explain at all times.
49. Control your voice. (delivery, speed, pitch, intonation, stress, pausing and volume)
50. Have a pen and note-pad at hand to write down any questions which need following up in the days after your presentation. You can also bring along business cards to distribute for follow-up with members of the audience.
51. Write notes based on keywords and clearly label important information.
52. Use clear, simple language.
53. Remember to breathe.
54. Use connectors to structure each part of your presentation.
55. Try and enjoy the fruits of your labour. You've spent a lot of time preparing the presentation.