

Class Presentation Tips

Before the presentation:

- Do your research. Having something to say is the most important thing.
 - Consider facts as well as interpretation/analysis
 - Keep in mind the question
- Prepare your notes
 - 16 point font or higher
 - Key words, phrases, starting points (don't write everything down)
 - Organized but not too structured
- Practice! Practice!! Practice!!!
 - Aim to be under the time limit
 - Practice standing up—maybe in front of a mirror?

Beginning your presentation

- Take a slow, deep breath or two (makes you feel calmer and look more relaxed)
- Make points of eye contact with the audience
- Introduce yourself (if needed) and your topic. Consider:
 - Why is this topic important?
 - What subtopics are you going to cover in your presentation? (overview)
- Act confident—no apologies, rolling eyes, or other self-deprecation

During your presentation

- Don't simply read your notes or PowerPoint slides. Talk TO the audience
- Make eye contact: Look up from notes, then back down if needed
- Speak more slowly than your normal rate of speech
 - Breathe, take drinks of water, etc.
 - Don't worry if you lose your place in your notes—just calmly find your place and move on.
- Repeat main points multiple times
- Don't be afraid to speak spontaneously

At the end

- Thank the audience
- Have 1 or 2 questions for them??