

Top 10 Tips and Suggestions for Giving a Good Presentation

1. Know your audience. Keep in mind the technical level you chose when submitting your synopsis.
2. Prepare and rehearse your presentation well in advance.
3. Keep the information on your slides to short point form notes. And keep the number of slides to a minimum.
4. Start on time and keep within the allotted time. Aim for 35 minutes for your presentation which will leave 10 minutes at the end for questions. Moderators will cut you off if your presentation goes over.
5. Be enthusiastic so that your audience is enthused about what you have to say.
6. Don't read the slides to the audience. Use the points on them to remind you of examples to elaborate on during the presentation so that you are not reciting a talk.
7. Eye contact will help you connect with your audience.
8. Ask questions to further involve your audience.
9. Speak clearly at a steady pace and pause from time to time to let ideas sink in. Many of us tend to speak quickly in front of an audience so keep this in mind during your presentation.
10. Smile!

