

PRESENTATION DAY

BEFORE YOU LEAVE

★ DRESS TO IMPRESS:

DRESSING PROFESSIONALLY IS A GREAT WAY TO COMMUNICATE COMPOSURE AND CONFIDENCE TO YOUR AUDIENCE

★ PREPARE YOUR MATERIALS:

DON'T FORGET TO EMAIL YOURSELF A BACKUP OF YOUR PRESENTATION!

DURING THE DAY

★ EAT & DRINK NORMALLY:

DO NOT CONSUME MORE CAFFEINE OR OTHER STIMULANTS THAN USUAL

★ MENTAL RUN THROUGH:

REVIEW THE MAJOR CONCEPTS OF YOUR PRESENTATION IN YOUR HEAD

PRESENTATION DAY

IN THE ROOM:

★ CONFIDENTLY :

WALK TO THE FRONT OF THE ROOM & SCAN YOUR AUDIENCE
TO MAKE SURE YOU THEIR UNDIVIDED ATTENTION

★ BE MINDFUL OF VOLUME:

PAY ATTENTION TO NON VERBALS. ARE THEY LEANING FORWARD IN
ORDER TO HEAR YOU? ARE THE PEOPLE IN THE FRONT GRIMACING
BECAUSE YOU ARE SPEAKING TOO LOUDLY?

★ BE AWARE OF YOUR STANCE:

AVOID LEANING ON THE PODIUM, DESK OR WALL. BE CONFIDENT
IN YOUR STANCE.

★ PAY ATTENTION TO TIME:

TRY NOT TO GO OVER YOUR ALLOTTED TIME FRAME. AUDIENCE
MEMBERS TEND TO TUNE YOU OUT IF YOU SPEAK FOR TOO LONG.