

PRESENTATION TIPS

10 TIPS TO HELP YOU WITH PLANNING AND DELIVERING YOUR PRESENTATION

Hi Everyone. Below are 10 tips which might help you with your project presentation.

1. A good rule of thumb is to have 1 slide per minute of speaking. Too many slides in a short space of time can be confusing for people watching and listening. Don't have too much text on the screen either. Use images/videos to better explain your point of view. Too much text and people will read it and not listen to you.
2. Make eye contact with your audience around the room. It shows interest and engagement in your message to them.
3. You will naturally speak faster due to stress but through practice, practice, practice you should be able to slow down your deliver. If you deliver the presentation too fast people may miss important facts.
4. Be enthusiastic. This is the culmination of months of work. You should be excited about telling the audience your story of your project. Be entertaining.
5. The presentation should consist of the following:
 - a. **Introduction**
 - b. **Hypothesis**
 - c. **Project plan (methods**
 - d. **Your key results with what they mean to the project and the hypothesis**
 - e. **Summary with perhaps some future work or what you learned from the project**
6. Don't read a prepared script. You did the project. You're the expert on the project. Speak about your knowledge without any cue cards. This goes back to the point of practice, practice, practice.
7. Project your voice and use pitch. Try not to speak in a monotone format.
8. Don't apologise if things go wrong or you forget something. Pick it up again and just keep going.
9. Think about your audience and what they might want to hear in relation to your project. You don't need to nor have the time to tell them everything so pick the most important interesting facts that relate to your hypothesis.
10. Have fun! Hard I know but this is a chance for you to tell people what you've been up to for the past few months. No one is there to see you do bad. We want you to do well so enjoy it.