

Successful

PRESENTATIONS

Public speaking can be scary for a lot of people. However, it's a necessary skill. Practice is the best way to strengthen your ability to share ideas clearly and confidently.

DO...

- Embrace the nerves—they show you care about the presentation
- Practice in the same room and with the same technology, if possible
- Keep your slides tidy and simple
- Use a uniform color scheme
- Listen and connect with your audience
- Outline your presentation to the audience
- Stay focused on the main topic
- Maintain your time limit
- Create a strong ending—it's most likely to stick in people's memory

DON'T...

- Be overly professional or stiff. Audiences respond to genuine messages
- Use overly elaborate fonts or slide transitions
- Only read from your slides—use them as a reference
- Feel like you have to know all the answers—saying “I don't know” is a perfectly valid answer
- Dismiss negative feedback— use it as a tool for growth
- Create the presentation right before class begins

