

Top 10 Presentation Tips



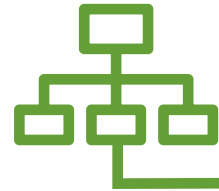
Be Yourself

This is your chance to speak up and share what you have learnt about Coll.



Eye Contact

Giving regular eye-contact will keep the interest of your audience and make them feel involved.



Plan a clear structure

A clear structure will make sure you know what you are going to say and help your audience to follow.



Keep it simple

Don't try to over-complicate your presentation.



Use the power of pause

The power of silence can add to the impact of your talk. Try to have deliberate pauses rather than 'um' / 'er' / 'like' etc.



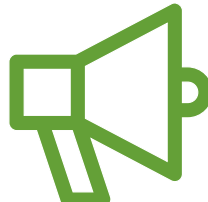
Speak from the heart

Your passion and enthusiasm for your subject-matter is infectious to your audience.



Keep to time

10 minutes! Write down your finish time.



Speak up!

Project your voice so your audience can hear you.



Be animated

Think about your hand gestures and vocal variety (pitch, pace, pause and volume).



Practise, practise, practise
Whether to fellow Volunteers, your host family or in front of the mirror, make sure you say your presentation out loud.

Clear Structure

Introduction

A clear opening will hook your audience in. Ask a question/give a quote/introduce the subject.

Main Body

Aim for three key points to your talk.

Summary

Finish confidently – have a strong conclusion or pose a final question. Your audience will remember the end of your talk best.

Overcoming Nerves

Nerves are natural. They do not go away completely but you can use these tips to help:



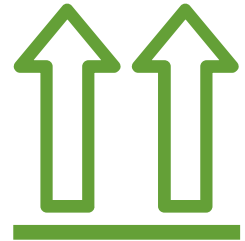
Be supported!

Remember that your audience is on your side and wants you to do well (fellow Volunteers and staff).



Plan

Careful planning will help you to know what you will say.



Stand Firm

Standing firm will make you feel more confident.



Don't apologise

The audience will not know if you have missed something out so act confidently and don't say sorry.



Breathe and Smile

Take some deep breaths as this will make you less nervous and help to project your voice.