

# Presentation Skills

Keys to Engaging Your  
Audience



# Preparation

- Introduction and Overview
- Outline of Key Points
- Organize Materials
- Practice Out Loud
- Rehearse for a friend/family member  
– ask questions



# Effective Speaking Skills

- Volume
- Clarity
- Pace
- Physical Presence / Poise
- Eye Contact



# Creating Interest

- Care about your project
- Energy & enthusiasm (without being fake)
- Share what is relevant, unique, personally significant
- Details, examples, anecdotes









# Distractions / Detractions

- Apologizing / making excuses
- Apathy, disinterest or disparaging remarks
- Cutesy comments / jokes or asides
- Distracting time fillers “ummmm”
- Arguing, fumbling, fidgeting
- Don't “Wing It”



# Assessment Scores

## Presentation Skills

 Volume/Projection	1	2	3	4
 Clarity/Pacing	1	2	3	4
 Eye contact	1	2	3	4
 Interest Expressed/Created	1	2	3	4
 PREPARATION	1	2	3	4
 <u>Average of Presentation Scores</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>



# Final Tips

- Be Honest
- Keep it positive
- Share & Care
- Breathe! (everyone gets nervous)

