

Presentation Zen

Top Ten Tips to Make Your Delivery Amazing



- 1) Show Your Passion—be heartfelt and sincere in your delivery. Your audience will be able to tell if you care about your subject—or not.
- 2) Start Strong-- The first 2-3 minutes of the presentation are the most important. The audience wants to like you and they will give you a few minutes to engage them -- don't miss the opportunity.
- 3) Keep it Short—We have short attention spans. If they expect you to talk for 30 minutes, finish in 25.
- 4) Move Away from the Podium—Connect with your audience by moving around some (but not too much) and removing any physical barrier between yourself and them.
- 5) Use a Remote Control Device—Use a remote to direct your presentation so you have freedom of movement.
- 6) Remember the “B” key—If you would like to make a point that is unrelated to your current slide or next slide, press the “B” key to make the screen go blank. That way, the audience will focus on you, and not the irrelevant slide. Use the “B” key to make the slide reappear when you are ready.
- 7) Make good eye contact—Smile and try to look at individual people rather than scanning the room.
- 8) Keep the lights on—This will help keep the audience awake, and their focus on you and your screen, not just the screen.
- 9) Use a TV for small groups—Small groups can absorb material more easily from a small screen. Using a TV will also encourage group interaction.
- 10) At all times: courteous, gracious and professional—A true professional will always remain calm, cool and in control, even if asked unexpected questions.