

Platform Skills

- Being able to deliver with confidence requires preparation—**practice your presentation** until you can deliver it naturally and **within the defined time limit**
- Show your **passion for your topic** and let your enthusiasm come out



Eye Contact

Make **direct eye contact** with the audience. When you meet their eyes, people feel like you are talking directly to them.

Vocal Control

Vary and control the volume, speed, and tone of your voice for engaging delivery.

Volume

- Gradually **increase the loudness** of your voice to create a feeling of greater importance, urgency, and emotion
- Gradually **drop your voice** to suggest confidentiality

Speed

- **Slow down** and place more emphasis on each word to call greater attention to certain parts of your presentation
- **Speed up** to give the cue that you are not going to dwell on specific information—but be careful not to speak too fast for too long or your audience will become overwhelmed

Tone

Tone can **convey a range of emotions** from serious to sarcastic or playful. Make sure you:

- **Vary your tone** to keep the presentation interesting
- **Match your tone** to your meaning

Body Language

- Use a handheld remote to advance your slides and a wireless microphone. This **frees you from the podium** to:
 - Talk more directly to audience members
 - Point to items on the screen for greater emphasis
 - Establish a stronger connection with the audience, rather than appearing to be the “sage on the stage”
- If a wireless microphone is not available:
 - Use your eyes, voice, hands, and arms to create excitement about what you’re saying
 - Use both large and subtle gestures—raise your hands or just an eyebrow, for example
- If using slides, **use the “B” key** to:
 - Temporarily **blank out the screen** to make a side point, which allow the **audience to focus directly on you**
 - Return to the slide by pressing the “B” key again



Sources:

Goodman A. Why Bad Presentations Happen to Good Causes (2006).

<http://www.thegoodmancenter.com/resources/>.

Reynolds G. Top ten delivery tips (2014).

<http://www.garreynolds.com/preso-tips/deliver/>.