

## 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/>.