

# Some 'DO's and 'DON'T's for the Presenter!

## You and your behaviour:

### Do

- 🔄 Look at your audience, sharing eye contact randomly.
- 🔄 Use facial expression to stress points you make, and SMILE!
- 🔄 Stand upright but not rigid, and feel free to 'wander'!
- 🔄 Try to use hand gestures to bring points to life.
- 🔄 Use vocal inflexion, pace and pause to add variance to your voice and to grab attention!
- 🔄 Try using rhetorical questions and challenges – these will also grab attention!
- 🔄 Keep a glass of water (still, not fizzy!) to hand, and feel free to pause and drink at need.
- 🔄 Identify ways to conquer or control any nervous traits.
- 🔄 Inject humour, taking care not to offend anyone.
- 🔄 Express your interest in, and commitment to, your subject.

### Don't

- 🔄 Mumble or allow your voice to 'trail off'. If you do, so will people's interest!
- 🔄 Slouch or put hands in pockets – it detracts from your image.
- 🔄 Make excuses or apologies – they dilute your credibility.



## Content and Visual Aids

### Do

- 🔄 Make an opening statement on who you are and what you will be covering. (People like to know what's coming!)
- 🔄 Make what you say interesting to all, lending 'food for thought'.
- 🔄 Make a positive closing statement, and thank the audience.
- 🔄 Use techniques to exercise control over your visual aids, and make them BIG and attractive.
- 🔄 Use examples/incidents to illustrate points.

### Don't

- 🔄 Cram in too much detail – a presentation is a good overview rather than the entire story, and people can ask questions at the end.
- 🔄 Use 'jargon' or language that may not be understood. If you need to use specific terms, explain them.
- 🔄 'Watch' your own visual aids. A quick glance as a 'trigger' for your words is all that is needed – get your eyes back to your audience!

## Questions and Answers

### Do

- 🔄 Be open and honest, and sound assured in your responses.
- 🔄 Seek clarity on any question that is 'cloudy' or ambiguous.
- 🔄 'Hold' any question that requires discussion or consultation, rather than attempt to answer it there and then.
- 🔄 Seize opportunities to give a little more than is asked for if appropriate, but avoid over-elaborating.

### Don't

- 🔄 Contrive an answer. If you do not know, say so and offer to seek an answer.
- 🔄 Dismiss any contrary view – acknowledge it but maintain your own view.