TOP 10 TIPS FOR GREAT PRESENTATIONS

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PRESENT LIKE A PRO: presentation skills at any stage

1. IT'S ALL ABOUT THE AUDIENCE
Design your presentation from the audience perspective. What do they need to learn? What questions will they have? Check in with them while you're presenting to ensure they're with you.

2. HOOK 'EM!
Capture audience attention from the beginning with the hook - a story, statistic, or joke designed to establish rapport between presenter and audience - to secure audience buy-in.

3. SPEAK FROM THE HEART
Passion and excitement about your topic help to reduce nerves, engage the audience, and avoid complicated language - which, in turn, will help you convey your message to the audience!

4. TELL STORIES TO CONNECT
Stories help you show instead of tell, help you appeal to your audience's emotions, and help you build trust. Share a personal story to build rapport, or one about the topic to illustrate a point.

5. LESS IS MORE
Use slides to reinforce your talking points, not repeat them. The text should be brief and to the point, and should be used to highlight your message.

6. DON'T SWEAT THE SMALL STUFF
Presenters generally stumble on one in ten words. Don't sweat it - the audience usually doesn't even notice! The way you react to small mistakes sets the tone for how the audience responds.

7. ENGAGE YOUR AUDIENCE
Talk with, not to your audience - help them to be part of the process by checking in for questions, polling them, and making eye contact throughout the presentation.

8. INCLUDE ACTIVE LEARNING
Appeal to different learning styles by using activities to illustrate presentation concepts. From a simple "pair & share" to more complex group activities, this will help them learn and retain information.

9. PRACTICE MAKES PERFECT
The first 30-60 seconds of a presentation sets the tone for the whole thing. Know your intro cold - it will help reduce anxiety, boost confidence, and set your presentation on the path to success.

10. JUST BREATHE
When you present, a rush of adrenaline starts which makes your breathing shallow and fast. Deep breathing can help calm and counteract adrenaline's effects.