

TOP TIPS FOR PRESENTATIONS

Understand the Requirements

Use Transition Signals

Know Your Audience

Go Beyond the PowerPoint Slides

Know Your Topic

Engage Your Audience

Organize

Show Confidence

Practice

Learn From Each Experience

TOP TIPS FOR PRESENTATIONS



UNDERSTAND THE REQUIREMENTS

Read the instructions and rubric carefully. Think about the time commitment and what you need to do to meet the requirements. Start early to allow for research, possible group meetings, clarifications, and other steps.

KNOW YOUR AUDIENCE

Consider who your audience is – peers, professor, clients/customers, or community partners. Understanding your audience will help you decide on the content and tone for your presentation.

KNOW YOUR TOPIC

Use credible sources to research your topic and meet the assignment requirements. In a group presentation, be clear about your responsibilities to ensure the content is covered while avoiding duplication.

ORGANIZE

A presentation requires a structure. Some follow an essay structure with an introduction, body, and conclusion. Organize your presentation in a logical way that is impactful and easy for your audience to follow.

PRACTICE

Prepare your presentation early so you have plenty of time to practice its delivery. Practice will help you figure out the length of your presentation, feel more confident with the information, and improve your delivery.

USE TRANSITION SIGNALS

Provide an overview at the beginning and use language such as “the next example is...” or “to conclude...” to signal your intention and direction. Use transitions to smoothly move between speakers in a group presentation.

GO BEYOND THE POWERPOINT SLIDES

Presentation software is a tool to enhance your presentation. Include about three key points per slide and avoid sentences unless quoting or defining something. Expand on points with additional details or provide examples verbally.

ENGAGE YOUR AUDIENCE

If presenting online/by video, look directly at the camera to simulate eye contact. Ask your audience simple questions or take polls during the presentation to involve the audience.

SHOW CONFIDENCE

Appear confident even if you don't feel it. Make eye contact, smile when appropriate, speak at a relaxed pace in a clear voice, and use a conversational tone. Have a backup plan, just in case; you'll be prepared and stay calm if something goes wrong.

LEARN FROM EACH EXPERIENCE

After your presentation, take some time to reflect on it. Consider what went well so you can continue it in the future, and think about what you would like to improve for next time. Treat any mistakes as opportunities to improve.

CONTACT US

Website:

www.durhamcollege.ca/sals

Email:

sals@durhamcollege.ca

Phone:

905-721-2000 ext. 2491

Follow us @dc_sals on Instagram and Twitter.