

Effective Presentations 3

Tips for delivering your presentation

First impressions count



LIBRARY AND STUDENT SERVICES www.cumbria.ac.uk University of Cumbria 

Dress

- Think about what you are wearing – dress appropriately.
- Don't detract from your message by wearing something too off the wall or uncomfortable.

What makes a good speaker?

Be confident and passionate when talking about your subject



LIBRARY AND STUDENT SERVICES www.cumbria.ac.uk University of Cumbria 

Tips for speaking

- What qualities have you admired in other speakers? Try to emulate them.
- Show your interest and enthusiasm for your subject.
- Win over your audience by conveying your personality and passion for your subject.

Before starting

- Look at your audience
- Smile
- Check the time
- Introduce yourself



LIBRARY AND STUDENT SERVICES www.cumbria.ac.uk University of Cumbria 

Before you start

- Arrive early – it'll help to settle your nerves.
- Maintain eye contact with the audience.
- Smile – it's contagious.
- Check the time - don't overrun

Body language

60%-90% of the impact of a speaker is visual




LIBRARY AND STUDENT SERVICES www.cumbria.ac.uk University of Cumbria

Body Language

- Look confident and you'll feel more confident.
- Move any obstacles that will distract you or the audience.
- Move around and change position to keep attention.

Gestures

- Where to put your hands?
- What you could be 'saying'?
- Useful to gesture
- Gesture and close




LIBRARY AND STUDENT SERVICES www.cumbria.ac.uk University of Cumbria

Gestures

- Think about what you are going to do with your hands.
- Find a 'resting place' for them.
- Use a gesture to emphasise a point but then go back to the 'resting place'.

Your voice

- Confident
- Louder
- Slower
- Vary pace
- Power of the pause

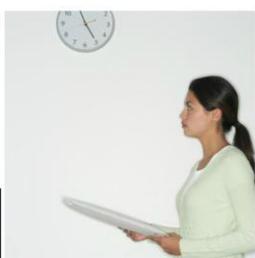



LIBRARY AND STUDENT SERVICES www.cumbria.ac.uk University of Cumbria

Voice

- Speak louder than normal
- Vary the intonation
- Slow down and vary the pace
- Use the 'power of the pause' – it will help to make your point and give the audience 'thinking space'

Timing is everything




LIBRARY AND STUDENT SERVICES www.cumbria.ac.uk University of Cumbria

Timing

- Get your timing spot on – don't underrun, don't overrun.
- If it's an assessed presentation you may well be stopped mid flow. Be prepared.
- Practise using a stopwatch, allowing for pauses and at 'normal' speed

Final word

Your talk should be
SAID
not
READ



LIBRARY AND
STUDENT SERVICES

www.cumbria.ac.uk

University of
Cumbria 

Final word

- It's very boring to listen to someone reading a 'script'. Don't read from the screen.
- Inject a bit of your personality and passion - make it your own!

For further help please contact
skills@cumbria.ac.uk