

## Annette's 20 PRESENTATION TIPS

- Talk about what you know - speak from experience, from the heart.
- Be sincere - believe in what you say and others will, too.
- Find out all you can about your listeners. Customize your talk for them.
- Speak clearly and distinctly. Vary your pitch, tone and pacing. **PAUSE!**
- Be natural - talk conversationally - no histrionics. No monotone.
- Animate your talk with appropriate facial expression and natural gestures. **SMILE!**
- Use visual aids: PowerPoint, Flip Charts, props.
- Use color and animation in your PowerPoint presentations.
- Use stories, anecdotes and quotes to illustrate your points.
- Tell jokes only if you're good at it and they fit the topic.
- Don't use a lectern. If you do, move away from it. Move purposely; don't pace, meander, or weave.
- Talk to everyone - don't look at just one person or over their heads.
- Talk within your allotted time (or less).
- Involve your audience.
- Let your listeners know you appreciate them.
- Realize the audience is on your side. Be prepared to accept the worst (you forget every word, they throw tomatoes). Ask what's the likelihood that will happen, relax, and then do your best.
- Be physically fit. Exercise, eat healthy food, rest.
- Dress your best - that will build your self-esteem.
- Conquer nervousness by being prepared and leave your ego at the door.
- **Practice, Practice, Practice!**

