

PRESENTATION SKILLS

- Brainstorm your topic and expand key points into clear notes.
- Write a full script, then reduce it to bullet-point prompts.
- Choose the best format and be creative.
- Practise until confident: record yourself, time each run-through, and adjust to fit the limit.
- Visualise success and use calming techniques beforehand (practise with someone you trust if helpful).
- Prepare your setup: test tech, and have backup notes. Check internet, audio, camera, lighting, and background.
- During delivery: keep water nearby, use a "hand anchor" (pocket/lectern), speak slowly and clearly, and check the back can hear you.
- Engage the audience: use an icebreaker or humour early, make varied eye contact, and interact every ~5 minutes (questions, polls, chat, activities).
- Highlight key prompts in your notes so you don't lose your place if you go blank.

