

## Tips for the Perfect Presentation

### Look good

- Look at the group
- Hold your ground
- Work out where to put your hands and when in doubt, put them there
- Move your hands out from your body
- Hold your notes flat and don't fidget!
- Project your fantastic personality

### Effective organisation

- Give the audience what it wants
- Work out your goal and plan to achieve it
- Make the whole thing seem logical – for example get the problem into the audience's mind, then give them your superb solution
- Liven things up with interesting examples and stories
- Make the audience take notice at the beginning
- End so that they remember you and your presentation

### Aim to look

- Relaxed
- Lively
- In control
- Believable