

General Presentation Skills

	DOs	DON'Ts
Gestures - using head, arms, or facial expressions	<p>Gestures to indicate importance: -Up and down head motion -Point out a key term/word on screen</p> <p>Gestures to indicate lack of knowledge: -Shrug of the shoulders</p> <p>Gestures to indicate 2 possibilities: -Move hands back and forth</p> <p>Facial expressions should be natural and friendly</p> <p>Smile</p>	<p>Excessive arm and hand movements, constant motion</p> <p>Arms crossed over in front of chest</p> <p>Facial expressions: -Staring at people/open eyes wide -Squinting eyes -Knitting eyebrows</p>
Movement within the room	<p>Moving to a different spot in the room can be helpful to indicate a change of focus or to keep the audience's attention</p> <p>Move forward to emphasize</p> <p>Move to one side to indicate a transition</p>	<p>Sway back and forth like a pendulum</p> <p>Back turned to the audience</p> <p>Pace constantly</p> <p>Move up and down on the balls of your feet</p>
Posture or body position	<p>Stand straight but relaxed</p>	<p>Slouch or lean over</p> <p>Very straight, stiff body position</p>
Demeanor - behavior towards others	<p>Address others in a friendly, warm tone</p> <p>Smile</p> <p>Respond to questions</p> <p>Non-judgmental</p>	<p>Flat or "frozen" expression</p> <p>Curt answers</p> <p>Ignore comments or questions</p>
Eye contact	<p>Keep eye contact with audience (important to keep their attention)</p>	<p>Look at notes, read notes</p> <p>Look at screen, board, or floor</p> <p>Stare or look blankly into people's eyes</p>
Tone of Voice	<p>The tone of voice is important to indicate importance and meaning and to create atmosphere (using volume, inflection, and articulation)</p> <p>Humor</p>	<p>Monotonous, flat voice</p> <p>Very quiet voice</p> <p>Very loud, high pitch</p>

Articulation	Clear pronunciation of words	Slurring or mumbling Stringing words together Swallowing syllables
Volume	Project voice depending on size of room and group; has to be heard in the back of the room	Yelling Very quiet voice – low volume
Inflection - change in pitch or loudness	Use inflection to stress important words, key messages (increase pitch or loudness)	Sing song: extreme changes in inflection throughout the presentation Very high pitch
Verbal tics - verbal mannerisms	Avoid using any fill words	Fill words: Um, ah ... Repetitive words in every sentence – like, actually
Word Choice	Use correct English In sex education: accurate body and medical terms	Slang Technical jargon Inappropriate terms, childish terms
Grammar	Use correct grammar	Incorrect grammar Slang
Fluency	Avoid unintentional breaks, pauses Use complete sentences Pay attention to flow	Use many pauses, breaks Look at notes Interrupt oneself, repeating words
Pacing	Use a pace that people can follow (can ask audience for feedback to adjust) Use short pauses or rhetorical questions intentionally to adjust pace	Too slow (people drift off) Too quick (lose people)
Preparation	Well familiar with the material Has presentation mapped out Prepared to answer questions Visual aids in place Equipment in place and tested	Not familiar with material No plan for presentation Visuals, props, equipment not ready
Comfort with content	Knowledgeable of content Able to answer questions Comfortable with material	Lack of knowledge, preparedness Stumble over sensitive issues Unclear or confused statements