

7 Tips & Tricks to Improve Your Presentation Skills



You Can DO It!

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Understand Your Audience

- **WHO** are you addressing?
- **Speak** in their **LANGUAGE**
- **Ask About THEM First!**

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A young girl with brown hair in two braids, wearing a light pink long-sleeved shirt, is holding a black microphone to her mouth. She is pointing her right index finger towards the text on the right. The background is a solid yellow color.

Know Your Message !

- Define your key message
- Use clear and concise language
- Practice Your delivery
- Time your message



Manage Your Nerves and Practice Confidence

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- Before speaking, take a few deep breaths
- Visualize a successful presentation.
- Maintain eye contact
- Smile
- Speak clearly
- Confidence will come

Techniques for Engaging an Audience

- **Start with a compelling story or question.**
- **Use humor and personal anecdotes**
- **Encourage audience participation through questions and activities.**



A close-up photograph of a person's hand holding a rectangular wooden sign. The sign is light-colored wood with a visible grain and has the words "HELPFUL TIPS" printed in large, bold, dark blue capital letters. The person holding the sign is wearing a dark suit jacket and a white shirt, but their face is out of focus in the background.

HELPFUL TIPS

Using Body Language Effectively

- Stand tall
- Relax your shoulders
- Maintain eye contact
- Use gestures and expressions
- Enjoy what you're doing – it shows



How to Handle Q&A Sessions

- Listen carefully
- Prepare for inevitable questions
- Restate or paraphrase questions to buy time
- Keep answers concise and on-topic.



Importance of rehearsal and practice

- Rehearsal is Key to Feeling Confident
- Record Yourself for Practice
- Watch the Length of Time You Speak

About Microphones

Questions?

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Thank you!

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