**Notes: Presentations**

1. **Eye contact**: don’t read from the screen, look at the entire audience, not with the deer in the headlights look.
2. **Don’t fidget**: lean on Furniture, tables, podiums; play with your hair, cross your legs, put your hands in your pockets, nervous rocking, etc.
3. **No chewing gum**
4. **Language** – no slang
5. V**ocal pauses**, used to think of your next thought. No Ahs, Ums, Likes, Ands etc.
6. ***Note cards*** are good – be able to read your notes and understand what they mean.
7. ***Visuals*** are good, keep them simple, make them large, and don’t write everything on the power point.
8. ***Dress code***: varies on presentation
9. Loud voice, ***speak clearly***, enthusiasm.
10. ***Hand gestures*** are good
11. ***Practice*** your presentation: it will clarify it in your mind, and give you a good read on the length.
12. ***Include the audience***: If you are in the audience you should listen and be thinking of questions to follow the presentation.