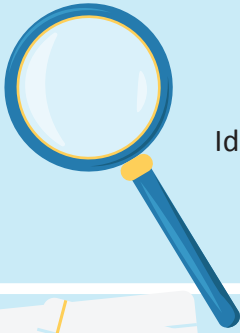


The Dos and Don'ts of Presenting

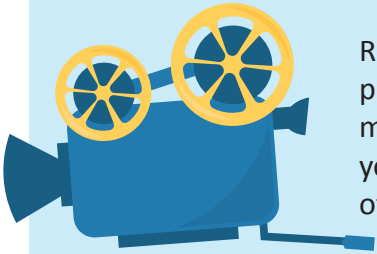
DO...



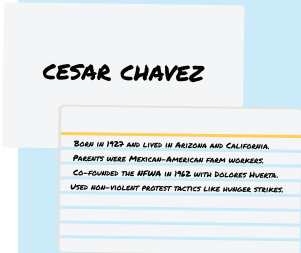
Identify the goal of the presentation.



Prepare a draft of the presentation prior to presenting.



Refine the presentation after practicing, then practice some more. Consider recording yourself or practicing in front of someone.



Create note cards of talking points to reference during the presentation.

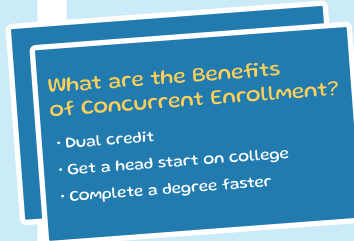


Speak loudly and clearly so the audience hears every word.

DON'T...



Read the presentation slides word-for-word.



Fill the presentation slides with too much content. Less is more!



Speak too quickly.



Only use text on the presentation slides. (Do include sharp graphics or video clips that are no more than one minute.)



Rely on your presentation slides or note cards. (Do know your content so you speak confidently.)

Advice to students on preparing for oral presentations. Advice to Students on Preparing for Oral Presentations | Teaching Writing. (n.d.). Retrieved January 20, 2023, from <https://www.bu.edu/teaching-writing/resources/advice-to-students-on-preparing-for-oral-presentations/>