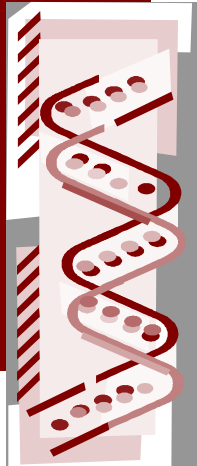


Presentation Skills: A Reminder!

*P*resentations have become a part of everyday life and are often given out of habit. But, not all habits are good. The following set of reminders will help make your presentation habits project a positive and professional image.



Office of the Vice Provost for Research and Advanced Studies

Office of Biotechnology

May 2001



Stand up straight!

Posture

Remember to stand up straight and keep your hands out of your pockets. When sitting, remember not to rest your chin on your hand, especially while talking. Moving around and talking with your hands can be effective if used in moderation.



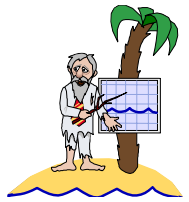
If you look like you don't care, no one else will!



Dress according to your audience!

Dress Appropriately

Business formal attire is not a requirement for giving a presentation. Choose your attire based on the audience. However, jeans, wrinkled t-shirts, and sandals with sweat socks are never a good idea.



No matter how popular *Survivor* is, don't dress like one!



Speak with confidence and knowledge of your topic!

Subject Matter

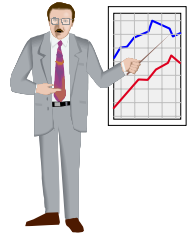
Know your subject matter. Charts and graphs should not have to be analyzed *while* giving a presentation.



Charts and graphs shouldn't be analyzed *while* giving a presentation!

When giving a PowerPoint presentation, colorful backgrounds, sounds and animations can enhance your presentation—or distract from it. Use them with caution.

Start your speech on a light note if you wish, but *do not* begin the presentation with, "I just started working on this last night..."



Keep your eye on the audience...

The Audience Matters

Do face the audience and make frequent eye-contact. Avoid turning your back to the audience to point to a graphic. Create graphics that tell their own story and don't need the distraction of a laser pointer that won't turn on or moves randomly over the screen.



Because, unlike your mother, you don't have eyes on the back of your head.

Timing Is Everything

The best presentations start on time, end on time, and *never* mention time.



Know the time, but don't call attention to it.

For questions about this tip sheet or assistance in working with industry, please contact:

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