

## Ten Tips for Presentations

<b>Do</b>	<b>Don't</b>
1. Start preparing your presentation in good time.	1. Put off preparing until the last minute.
2. Write down the main points of the presentation.	2. Come up with a story without a clear structure or plan.
3. Stand up, you will be more convincing that way.	3. Keep your hands in your pockets.
4. Have an open posture.	4. Fidget or move your hands around too much.
5. Find an original opening statement.	5. Read the whole presentation from your notes.
6. Make eye contact with the audience.	6. Stare at your notes or at one particular point in the room.
7. Provide examples to clarify abstract/theoretical information.	7. Just rattle off facts.
8. End with a catchy final sentence.	8. Rush through your story.
9. Take the time to answer questions.	9. Doubt your knowledge on your chosen subject.
10. Breathe.	10. Hold your breath.