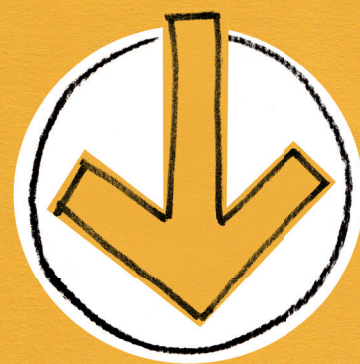


Preparing your presentation

- Know your topic.
- Think about what you want to say.
- Structure your talk: introduction, main part, conclusion, time for questions.
- Keep it simple.
(language, structure, visuals)
- Write cue cards for yourself.
(e.g. PowerPoint, poster, handout, ...).
- Practise before you give your presentation.



Giving your talk

- Stand up straight and relax.
- Welcome your audience.
- Introduce your topic.
- Speak freely.
(Use cue cards with keywords.)
- Speak slowly, make pauses.
- Speak loudly and clearly.
- Point at visuals.
- Look at the audience.
- Smile!
- Thank your audience for listening.



If you are nervous



- Breathe! It helps you to relax.
- If you get stuck: Don't panic!
Look at your cue cards.