



## How To Present Your Ideas To Others.

This is a simple summary of the elements to consider when presenting your ideas to others.

The overall impression you create:

- Appearance
- Enthusiasm
- Posture
- Expression

Prepare:

- Prepare crib/notes cards (not a full speech to read out)
- Make sure you can use the technology
- Practice presentation (maybe in front of a mirror)

Content of presentation:

- Introduction/opening – what will audience get from this/or do you want from them?
- Involving the listener/audience
- Using less words and more white space and images in visual aids
- Use examples and quotes
- Remove jargon
- Ending/closing

Presentation skills:

- Nerves are good if you remember to breathe deeply and use them for energy
- Extended eye contact around the room
- Use your natural gestures and movement (arms above waist)
- Expression through facial expression and body movement
- Pauses
- Voice projection to back wall
- Open your mouth fully
- Humour used in keeping with audience
- Use visual aids.

Activity



Consider practicing delivering a presentation, it really does make a difference.

Other related information

SEDG Resource – Developing Your Workforce

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Need help?

You can contact at us and arrange a call at: [sedg@tsdg.co.uk](mailto:sedg@tsdg.co.uk)