

General Presentation Skills

	Practice	Avoid
Gestures - using head, arms, or facial expressions	<p>Gestures to express importance/care:</p> <ul style="list-style-type: none"> ✓ up and down head motion to assure or affirm audience shares ✓ point out key terms/words on screen or board <p>Gestures to indicate 2 possibilities:</p> <ul style="list-style-type: none"> ✓ move hands back and forth <p>Facial expressions should be:</p> <ul style="list-style-type: none"> ✓ neutral ✓ natural ✓ friendly 	<p>Limit:</p> <ul style="list-style-type: none"> ✗ excessive arm and hand movements ✗ constant motion ✗ arms crossed in front of chest <p>Facial expressions:</p> <ul style="list-style-type: none"> ✗ staring at people/opening eyes wide ✗ squinting eyes ✗ knitting eyebrows
Movement - within the room	<p>Moving to a different spot in the room can be helpful to indicate a change of focus or keep the audience's attention.</p> <ul style="list-style-type: none"> ✓ Move forward to emphasize ✓ Move to one side to indicate a transition 	<p>Limit:</p> <ul style="list-style-type: none"> ✗ Swaying back and forth like a pendulum ✗ Back turned to the audience ✗ Pacing constantly ✗ Bouncing on the balls of your feet
Posture or body position	<ul style="list-style-type: none"> ✓ Stand straight but relaxed 	<ul style="list-style-type: none"> ✗ Slouching or leaning over ✗ Very straight, stiff body position
Demeanor - behavior towards others	<ul style="list-style-type: none"> ✓ Speak in a friendly, warm tone ✓ Smile ✓ Respond to questions neutrally in a non-judgmental manner 	<ul style="list-style-type: none"> ✗ Flat or “frozen” expression ✗ Short/abrasive answers ✗ Ignoring comments or questions
Eye contact	<ul style="list-style-type: none"> ✓ Keeping eye contact with audience is important to keep their attention and demonstrate interest ✓ Scan the room often to include all participants 	<ul style="list-style-type: none"> ✗ Looking at notes frequently or reading notes for extended periods of time ✗ Looking at screen, board, or floor ✗ Staring or looking blankly into people's eyes
Tone of Voice	<ul style="list-style-type: none"> ✓ Tone of voice is important to indicate importance, meaning, and create atmosphere (using volume, inflection, and articulation) ✓ When appropriate use humor 	<ul style="list-style-type: none"> ✗ Monotonous, flat voice ✗ Very quiet voice or low tone ✗ Very loud, high pitch ✗ Aggressive or abrasive tone
Articulation	<ul style="list-style-type: none"> ✓ Clearly pronounce and enunciate words 	<ul style="list-style-type: none"> ✗ Slurring words ✗ Stringing words together ✗ Swallowing syllables ✗ Mumbling
Volume	<p>Project Voice:</p> <ul style="list-style-type: none"> ✓ Depending on size of room and group, ensure that you’re also heard in the back of the room 	<p>Yelling (that’s exhausting):</p> <ul style="list-style-type: none"> ✗ Shouting ✗ Condescending tone

	Practice	Avoid
Inflection - change in pitch or volume	<ul style="list-style-type: none"> ✓ Use inflection to stress important words ✓ For key messages, increase pitch or volume 	<ul style="list-style-type: none"> ✗ Sing-song inflection ✗ Extreme changes in inflection throughout the presentation
Verbal Mannerisms	<ul style="list-style-type: none"> ✓ Try pausing instead of using filler words ✓ Organize information into chunks ✓ Keep sentences short 	Fill words: <ul style="list-style-type: none"> ✗ Um, ah... ✗ Repetitive words in every sentence <ul style="list-style-type: none"> ○ like ○ actually ○ right ○ yea
Word Choice	Use correct English: <ul style="list-style-type: none"> ✓ For sexual/health education, always use accurate body and medical terms 	<ul style="list-style-type: none"> ✗ Slang ✗ Technical jargon ✗ Inappropriate or childish terms
Grammar	Use correct grammar	<ul style="list-style-type: none"> ✗ Incorrect grammar ✗ Excessive abbreviations
Pacing	Pace of presentation: <ul style="list-style-type: none"> ✓ Use a pace that people can follow (can ask audience for feedback to adjust) ✓ Use short pauses or rhetorical questions to adjust pace 	<ul style="list-style-type: none"> ✗ Too slow (people can drift off) ✗ Too quick (you can lose people)
Preparation	<ul style="list-style-type: none"> ✓ Familiarize yourself with the material as much as possible ✓ Map out your presentation in advance ✓ Be prepared to answer questions ✓ Ensure that any visual aids and equipment are properly working, accessible, and located where they are needed 	<ul style="list-style-type: none"> ✗ Not becoming familiar with material ✗ Not having a plan for presentation ✗ Not having visuals and/or props prepared in advance
Comfort with content	<ul style="list-style-type: none"> ✓ Have adequate knowledge of content/material ✓ Ability to answer difficult or uncomfortable questions ✓ Overall comfort with material and topics 	<ul style="list-style-type: none"> ✗ Lack of knowledge, preparedness ✗ Stumbling over sensitive issues ✗ Unclear or confused statements