**8 Do’s and Don’ts of a Presentation**



**Do’s**

1. **Establish a clear structure i.e. introduction, contents and conclusion**
2. **Use bullet points rather than paragraphs**
3. **Include pictures to capture visual learners**
4. **Understand and accept that all good speakers experience nervous tension before speaking**
5. **Put pace and enthusiasm into the delivery**
6. **Speak clearly**
7. **Maintain eye contact with all of your audience**
8. **Ask your audience if they have any questions**

**Don’ts**

1. **Use a lot of text per slide**
2. **Use different font style**
3. **Use different colour slides**
4. **Use various themes throughout**
5. **Give handouts at the beginning**
6. **Read the text word for word**
7. **Stand in front of the board**
8. **Waffle or rush**