Communication Tips for

LKDN Fraternal Education Initiative Presentation

Here is a checklist of tips to remember as a presenter.

Before the session:

• Clearly understand your objective.
• Understand your audience.
• Keep it simple. Closing: State the points (not more than 3) that you want the listeners to remember as they walk out of the presentation.
• Final statement is an action step – What you want listeners to do next.
• Know your presentation - Practice like you are in front of a group – Stand and speak using gestures.
• Be very comfortable with your opening statement.

During your presentation:

• Plant your feet firmly, shoulder length apart.
• Be enthusiastic.
• Use your vocal energy.
• Use your gestures that reflect what you are saying.
• Look at people, have eye contact with them. It is key to connect with your audience.
• Breathe.
• Slow down, pause between thoughts. Pausing every now and then shows you are in control and it emphasizes what you are saying.
• Stay on time or finish early.
• Stay in the now – If something happens, stay calm, don’t apologize just recover!

After the session:

• Debrief – What worked well and felt comfortable? What could I do more effectively next time?

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