



HOW TO GIVE A GREAT PRESENTATION

A 10-point checklist to help you become a more successful teacher.

1. Be enthusiastic!

This is essential. If you aren't excited about your topic, your audience won't be either. Learning should be fun!

2. Explain your presentation.

At the outset, tell your audience what you are going to present and what you hope to teach them.

3. If giving a lecture, follow the structure of your written materials.

Do not read. However, use the general structure of your outline to present your materials. If you need to deviate from your materials, tell them why.

4. Always give practical suggestions.

Your audience wants you to provide practical suggestions and tips. They want answers to problems and information they can immediately apply to their practice.

5. Make a list of key teaching points.

One of the best ways we know to prepare for a presentation is to make a list of 8-10 important teaching points – things you believe will be especially helpful to the listener. They may be key points of law, special practice tips, or any other very helpful information. Integrating such a list into a presentation is a great way to ensure that attendees leave with useful take-aways.

6. Panel moderators – keep your session moving.

Moderators, make sure to move your session along and don't get stuck. Don't let any panel member talk for too long – nicely interrupt and move to your next question. Panels are great when it is an energetic exchange of ideas in response to good questions. Panels are not good when they become a series of speeches.

7. Speak loud enough and at a good pace.

Speakers who seem unenthusiastic about their topic or who speak softly do not score as well as others. And studies show that most audience members regard people who speak quickly as people who know their subject well – and those who speak slowly as those who do not.

8. Meet expectations.

Make sure you re-read your topic description as printed in the brochure and deliver on what has been promised.

9. Practice your presentation.

It will help your timing. You will also get new ideas for your presentation.

10. End your session on time with precision.

And if you have mistimed your session, wrap up smoothly without letting your audience know.

*We hope that you find your speaking experience interesting, rewarding and enjoyable.
Thank you!*