**Top Ten Tips for Delivering the Perfect Presentation**

* **STAY!**

The best way to control nerves is to **S**top **T**hinking **A**bout **Y**ourself. Focus only on the audience and their experience. Watch for signs of boredom, confusion or engagement and react accordingly.

* **Be note perfect**

Only the most accomplished speakers will speak without notes for a formal presentation. Number and clip your cards or pages together and highlight key points. Keep a spare copy of your notes somewhere as a back up.

* **Hold back on handouts**

Unless you want your audience to refer to material as you speak always give handouts at the end. Otherwise they are a distraction from you and your message.

* **Look the part**

Dress comfortably. Always stand rather than sit. Make eye contact with the audience. Convey confidence, energy, enthusiasm and smile!

* **Strong start, strong finish**

Try opening with a question, an anecdote or a relevant fact to instantly engage your audience. Finish with a concise summary and perhaps a call for action.

* **Speak up, speak slowly**

Speak clearly, in a conversational style and use short phrases. Pausing is fine if you want to make an impact or even to steady your nerves.

* **Avoid jokes**

Jokes are difficult to pull off and can backfire. That doesn’t mean your presentation should be humourless - making the audience smile is a great achievement.

* **Don’t apologise**

Unnecessary apologising (e.g. “I’m not very good at this” or “Sorry, I’ve lost my place”) will make the audience feel uncomfortable and you will lose confidence.

* **Anticipate questions**

State up front how you will deal with questions. If you are happy for people to interject say so (but be sure you are prepared to depart from your script). Otherwise, say that you will take questions at the end.

* **Get feedback**

Ask for feedback afterwards and review your performance immediately. Make a note of things you will do better next time.