

# Key Presentation Skills

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Presenting to a group of people can be a little daunting. Here are some key skills to help you improve your presentation and feel confident in front of your pairs.

## Make eye contact

You might find it easier to make eye contact with a friend in the audience or scan the audience as you talk. The best way to keep an audience engaged is to keep your focus on them during your presentation. You might even flash them a smile.

## Posture

Make sure you are standing nice and straight with open body language. Strong shoulders, chin up. This will also help you keep that eye contact and your voice will project better if your posture is strong.

## Keep your feet still

Most people shuffle when they are nervous and that can be really distracting when you are sharing your incredible work. Keep your feet still unless you really need to move! Maybe you could pretend you just stepped in bubblegum and your feet are stuck to the floor. This will also help with your posture.

## Engage with people at the back

To make sure your voice is loud enough, project out to the people in the back. This way, you know everyone can hear you and your voice is at the right volume for your audience. If people can't hear you they tend to tune out so make sure you lift that posture and project your voice.

## Memorise your presentation

You don't have to know it all but, it pays to know the main points so you can focus on presenting rather than reading. Everytime you look down or away your voice will fade and you will disengage with your audience. Memorise some of your main parts with notes to remind you.

## Thank your audience

Always thank the audience for listening to your presentation. They may have some questions for you at the end so make sure you take the time to answer these.

