



Delivering Your Presentation

Even the best content will fail to have the desired effect on the audience if the delivery is flawed. It is important that you allow time for making sure you can present the information clearly and effectively.

- Decide the best method of delivery for your particular purpose. Will you be reading off of a script? Using note cards? Speaking from memory? While it can be comforting to have all of your words in front of you on a script, it also will reduce your eye contact and connection with the audience. The most common form of delivery for most presentations is to use note cards with key words. Through practice, you should become familiar enough with your content that you only need key words and phrases to help you know what you need to say next.
- There is no substitute for practice! This will help you gain confidence, thereby reducing your speech anxiety. It also will familiarize you with your own content and make you better able to adapt to the situation if needed. Come to the Oral Communication Center and practice in front of one of our student consultants so you can gain confidence in your presentation.
- Be aware of your nonverbal communication as well as the words you are saying. Your gestures, facial expressions, posture, eye contact, and dress all speak volumes about you and your credibility. Practicing with friend, an OCC consultant, or in front of a mirror can help you become aware of your nonverbals. Also, the OCC provides videotaping services so you can see what you look like during your presentation
- Become familiar with the speaking context, if possible. Know your audience size, where you will be standing or sitting with respect to the audience, whether you'll be using a microphone, and as many other details as you can. These will help you visualize your successful delivery and adapt to the context effectively. If you are using presentational materials or technology, be sure to practice with them as well.