

Here are some basic techniques to keep in mind when you are delivering a talk:

1. Never apologize about being nervous.
2. Don't hide behind a podium.
3. Use humor if you are comfortable with it.
4. Stand erect and use your hands to punctuate your points. Don't jam your hands in your pockets, don't fold them behind your back and above all don't fold them in front of you in the infamous "fig leaf" position.
5. Establish an eye contact "sweep" across the audience.
6. If you read your speech, know your talk well enough that you spend more time looking at the audience than looking at your notes.
7. Don't hold a rigid posture.
8. Use gestures, and exhibit normal body language.
9. It is a good idea to move about but don't pace.
10. Use visuals sparingly to illustrate a point or shift attention. Too many visuals become distracting or boring, and presentations totally tied to PowerPoint lists are deadly.

## 10 Tips for Presenting

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8. It is a good idea to move about but don't pace.
9. Use visuals sparingly to illustrate a point or focus attention.
10. Avoid presentations totally tied to PowerPoint lists; they can be deadly.



Cut and fold  
for your wallet