Prepared by:

Brigham Young University Research & Writing Center  rwc.byu.edu  3340 HBLL
Practicing Your Presentation

Practicing before giving a presentation will help you polish your work and build your confidence. Remember these strategies as you practice:

- Practice your presentation as if you were really presenting, so you are comfortable with all elements of your work (e.g., technology, space, visual aids, timing, etc.).
- Reflect and seek feedback on your presentation. Review your performance with a peer or colleague. Watch a video recording of yourself presenting or reflect on your presentation, noting areas of strength and areas that need improvement.
- Eliminate filler words (e.g., um, er, or like), distracting body language, and confusing or repetitive areas.
- Review the pace and timing of your presentation, making sure it does not feel too rushed or too slow in any areas. Time your presentation to make sure it will fit into the timeslot you have been given or have allotted for your presentation.

Giving Your Presentation

Your presentation is a culmination of a lot of hard work, so try to relax and enjoy sharing your work with others. As you present, remember to

- Look at your audience while you are speaking. Try to avoid staring at one point in the room; instead, scan your audience and make eye contact with different individuals as you speak. If you need to look at notes or a slide to remind yourself of a point, do so briefly.
- Maintain good posture to help you look and feel confident, relaxed, and composed.
- Speak slowly and pause occasionally so your audience can understand what you are saying. Pauses will also allow you to think ahead to your next point.
- Pay attention to the time. If you start to run out of time, remember that it’s okay to skip some smaller points as long as you communicate your main idea and conclusion.
- Use body language and gestures to emphasize points. If you can, move around—this will help you to keep the audience’s interest and to engage different sections of the audience.
- Be aware of the audience’s body language and adapt your presentation as needed.
- Speak loudly enough for your audience to hear you.
- Dress appropriately, with your audience and context in mind.
- Consider any special needs or physical limitations among your audience members to ensure that you accommodate everyone who may be attending your presentation.