

Presentations:

Open Up:

Organized

Passionate

Engaging

Natural

U for audience

Practiced

- Body Language conveys half the info the audience will remember
- Stand tall, square shoulders to audience
- Relaxed appearance: don't sway or rock, maintain eye contact, smile
- Effective gestures: Number a list, high low comparisons, move from shoulders to waist but stay in that box, don't rush and gestures
  
- Clear Voice: volume, change inflection/tone for emphasis, adjust pacing
- Tape yourself practicing
- Pause for emphasis
- Verbal graffiti: to be honest, well, actually, I guess, I think, like, right? Um, etc.
  
- Attire: creates a first impression
  
- Infuse current events and periodicals
- Use humor if appropriate
- Read your audience
  
- Organization:
- Tell the audience what you're going to talk about
- Say it
- Conclude with a recap