**Characteristics of an Effective Presentation – Some Suggestions**

* Plan carefully; check your equipment before you begin.
* State at the beginning of your presentation what you are going to do, and also think about a way of summing up at the end.
* Speak slowly, using notes if you wish, but not just read from them.
* Use visual aids that help bring your work to life.
* When use a powerpoint presentation use large readable letters and a background that makes reading e=easy.
* Don’t try to do too much in the time you have available. Instead, select a small number of points which you wish to explain and focus on these.
* Don’t just speak to your audience, try to actively involve them in other ways if and when this is possible (for example, by giving them something to do during the presentation).
* Decide what to do about questions from the audience (if any) and inform the audience about your policy at the beginning of your presentation. For example, do you want to leave time for questions , or is it acceptable for the audience to interrupt you with questions?
* Decide whether you wish to give out handouts, bibliographies etc…
* Practice in advance , checking your timing in particular.

(adapted from James, 2010)