Tips for delivering a presentation

The following are suggestions shared by Shared Interest volunteers and are from a variety of experiences, not all from Shared Interest presentations. They are shared here to encourage you to reflect on to help you prepare for a presentation or talk.

Things which haven't worked so well in presentations

- Too much content
- Too much data
- Not feeling prepared to deliver the talk / presentation
- Host being unprepared or technology not being set up
- Text heavy slides
- Reading from slides
- Jargon and Acronyms (you may need to use acronyms but always explain these)
- Accessibility of slides – language used, colour combinations, font size and type
- Low audience engagement
- Body language of speaker
- Distractions of audience and/or speaker (especially online)
- Not having up to date information

Things which have worked well in presentations

- Varied content (video, multiple presenters)
- Passionate / knowledgeable presenter
- Well thought out presentation (consider offering some context to your main content – i.e start with some information about Fairtrade, global poverty)
- Visual content – images / films – accompanied by text where appropriate (i.e names, places)
- Ask your audience, get them involved early on
- Knowing what is expected of you – how long to talk, when to talk etc
- Personal / human experience
- Appropriate humour

* Remember each presentation or talk is different and what works well in one may not work so well in another and vice versa.