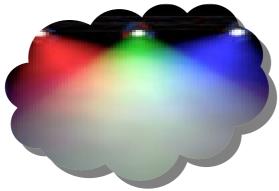
Presentation skills – hints & tips



To combat nerves and stress before and during any formal presentation try the following:

- Practice deep breathing
 Breathing deeply will lower your heart rate and help to calm you
- Drink water
 Hydration will help you to think clearly and prevent dry mouth
- Smile

Your smile will be heard in your voice

- Use visualisation techniques
 Just prior to presenting, visualise your perfect performance, keep those feelings
- Press and massage your forehead This will relax tense facial muscles
- Just before you start talking, pause, make eye contact, and smile

This will help relax your audience, give you time to adjust and show that you are confident

- Speak more slowly than you would in a conversation
 This helps with voice projection and ensures the audience hears you
- Move around during your presentation Moving will help control nervous energy and help focus your audience
- Stop thinking about yourself Remember, you are there to give your audience information