



Guidelines for a Good Presentation

1. Clear Structure of Speech:

- Give the main topics you will talk about at the beginning
- Write the key words on the whiteboard
- Come back to the structure after each part

2. Give enough pictures and graphics illustrations:

By using:

- whiteboard
- key words
- overhead projector

3. The speaking should be:

- loud enough
- clear enough
- not too fast (and not too slow)

4. The language should be easy to understand:

Use easy words and examples and avoid difficult expressions.

5. Eye-contact with audience:

- Talk to the participants not to the whiteboard,
- Look to the eyes of the participants and avoid just reading out of your textbook,
- Change your direction of eye-contact from one side to the other.