

Presentations

In a meeting, workshop, seminar or other situation you may be asked to present an issue. When preparing for this, you should think about the following points:

The structure:

1. Welcome the audience, but do not make this too long. Present yourself or (better) let somebody else present you.
2. Give a clear introduction: briefly summarise what you plan to present and how long you intend to speak.
3. Start with your main point.
4. Tell the audience how they can support you and the issue.
5. Summarise your most important points.
6. Thank the participants for their attention and allow time for questions.

Ways of keeping the interest of the audience:

- Speak freely, keep your language simple (e.g. avoid using abbreviations or technical terms as far as possible).
- Use visual elements to underline your main points.
- Try to be friendly and impartial even if you feel really passionate about an issue.
- Interact with your audience.