

Successful Presentation Tips

Prepare, Prepare, Prepare

- Know your audience
- Rehearse
- Cut your lecture notes in half—take only a basic talking points outline to the podium
- Speak conversationally—never read your notes
- Make every effort to stay on topic
- Involve your audience—ask questions, walk around the room, encourage discussion
- Consider the time of day in which you are scheduled to speak—late afternoon presenters will do better by keeping information concise and to the point

Be Gender Neutral

- Refrain from making sexist jokes
- Don't assume that "male" also includes "female"—be conscious of male-biased language
- Use neutral terms as much as possible
- For ideas on gender neutral language, refer to a handbook:
The Handbook of Nonsexist Writing,
2nd Edition, Casey Miller & Kate Swift, Harper & Row, 1988
The Nonsexist Word Finder: A Dictionary of Gender-Free Usage, Rosalie Maggio, Beacon Press, 1988

Give the Audience What They Want

- Provide practical tips
- Use personal anecdotes and real life examples that relate to your topic
- Use visual aids—PowerPoint presentations, slides, sample forms, demonstrations
- Sum up key points
- Refer the audience to written materials on minor points
- Give the audience specific page numbers as to where the material can be found in the course book
- Repeat audience comments or questions
- Use body language
- Refrain from telling jokes and never apologize
- PowerPoint presentations enhance your presentation—they are not a substitute for written materials

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