Ten Tips for an Engaging Presentation

1. **Use enticing visuals**

    a. Pick colors that coordinate
    b. Select fonts that are easy-to-read and large enough
    c. If you go for funny visuals to lighten the mood, pick relevant ones

2. **Provide a roadmap**

    a. Tell your audience what your presentation will do at the beginning
        i. Provide a breakdown of the topics you'll cover and in what order

3. **Speak slowly and enunciate; don't mumble**

    a. Make it easy for your listeners to hear you. It helps them follow along and keeps their attention

4. **Consider accessibility**

    a. Pick an easy-to-read, dyslexia-friendly font
    b. Include captions if it's a recorded presentation
    c. Provide handouts in PDF and Word formats if presenting online; print out handouts of slides if presenting in-person

5. **Respect copyright laws**

    a. Pick images that are in the creative commons and not copyrighted
    b. Cite your sources
    c. Include a resources page (you can also handout a copy of your cited sources to your peers and professor)

6. **Use the physical space wisely**

    a. Make eye contact, looking up from your notes or away from your slides from time to time
    b. Walk around to keep from fidgeting
    c. Use gestures to point to your slides, notes, handouts, etc. to catch the attention of your listeners

7. **Emulate other successful speakers by using powerful words with clear meanings**

   a. This method will catch your listeners' attention while also emphasizing your important points
      i. The information you present will stick with them
   b. Words and phrases to consider using:
      i. "Important"
      ii. "Key concepts"
      iii. Number or organize your concepts: "Firstly," "secondly," "thirdly;" "additionally," "moreover," "furthermore"

8. **Proofread your presentation**

   a. It hurts your credibility and your connection to your audience if there are misspellings or extra text boxes that interrupt your presentation
      i. Run spell check on Word instead of Google Docs; it catches more errors and explains them
      ii. Take your presentation to the writing center to have them catch these mistakes

9. **Practice more than once before presenting**

   a. Just like you have to practice for theatrical, musical, or other performances, you have to practice for presentations
   b. Come to the WC|TS and have a Student Success or Writing Center tutor run through your presentation with you

10. **Respect the time allotted**

    a. Leave time for questions from your audience/ professor
    b. Don't go over the time your professor has assigned: it shows you did not practice and looks inconsiderate
    c. Don't go drastically under the time your professor has assigned: it shows you weren't prepared and makes you appear uninformed

Additional Resources:

- The Writing Center | Tutoring Services website
- How to Practice for an Important Presentation article
- How to Give a Great Presentation article