

Here are our top tips:

- _____ your _____ carefully. Is the structure easy to follow? Will it _____¹ communicate your _____?
- Consider the _____². Make sure that what you say is at the right level to _____ / _____ their _____³. An _____ is a good way to _____ your _____ and keep them interested.
- Don't forget that _____⁴ is really important too. Try to _____ (or _____)⁵ as you talk. You might want to use a few _____⁶ to help emphasise your point.
- Look at the audience. You should _____ with about five or six different people. (But don't _____ with one person for too long!)
- If you feel nervous, _____⁷. This will also help you to _____. Your _____ is important and you will be easier to understand if you sound calm.
- Even people who are used to _____ can feel nervous about _____ after a presentation. The best way is to _____ and be honest if you don't know the answer!
- If you _____, it's better to give them out at the end so the audience focuses on you, rather than the handouts.