Here are our top tips:

- your carefully. Is the structure easy to follow? Will it communicate your [1]?
- Consider the [2]. Make sure that what you say is at the right level to / their . An [3] 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, . This will also help you to . Your [7] 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.