TOP TIPS
FOR PRESENTING.

Don’t let the fear of presenting stop you from excelling in your career. Here’s some quick tips for creating an engaging presentation and delivering it too. And remember, presenting is a skill that you will develop over time - try to practice first with a colleague or a friend.

STYLE TIPS

1. Start and end strong
   Pick three key messages for the audience to take away and tailor your presentation around those. Start with your strongest point first to engage the audience and end with a key take away.

2. Stay clear
   You can’t cover everything so tailor your presentation to the audience you’re presenting to. Use a consistent theme, have a clear message on each slide, and limit the number of slides – there should be less slides than minutes to present.

3. Limit the text
   The audience should be engaged and listening to you instead of reading your slides. Sentences should be less than 20 words - try to use bullet points and highlight key words. Support each slide with visuals by choosing either a diagram, graph, or a photo.

PRESENTING TIPS

1. Don’t read out the slides - instead, expand and back up your slides with further points

2. Connect with the audience - make eye contact and ask open questions

3. Practice and pace yourself - having enough time will help you relax and enjoy it

Find out more:
www.ciwem.org/membership/early-careers