

PRESENTING WITH FINESSE

Hands-on exercises to develop an upcoming presentation or improve a current one

1.	Practice your presentation pretending there are people in the room. Practice eye contact.
2.	Practice your presentation and paraphrase some of the words on the slide. (You can use this space to make note of where paraphrasing worked well, and where it didn't.)
3.	Look at three of your slides. Determine the take-away message for each.



4.	Select five of your slides. Write a transition statement for each.
5.	Practice using the B key when beginning your presentation. (You can use the space here to write down why this is a good idea.)
6.	Make a list of your slides (and their numbers) and practice jumping from one to another. (Can you think of where this might be really helpful? Make note of the most important to remember.)



7.	Practice giving your presentation without using PowerPoint. (You can use the space to make notes of which parts still need practice.)