



# Top tips for presentations

With planning, preparation and confidence in your subject, you can overcome any fears of presenting. With that in mind, we got one of our excellent IET Professional Skills Trainers to put together a list of top tips that'll help you when you're faced with writing and delivering a presentation.

## Know your subject

Knowing your subject will give you more confidence when presenting. Do your research and ensure you have your facts right. By becoming really familiar with your subject, you will be less reliant on your notes and more likely to be able to answer questions that may arise.

## Know your audience

Knowing your audience is key to writing and delivering a presentation. It is important that you know what level to pitch your presentation at in order to keep the audience engaged.

## Structure

It is important to have a clear start, middle and end to your presentation. Begin with an introduction of who you are, and why you are delivering a presentation. Have a good introduction to the presentation outlining the objectives and timescales for the session. Doing this will ensure that your audience is comfortable as they'll know why they are there, and how long they'll be there for.

Ensure the middle of your presentation covers all that you want to say whilst embedding your key messages. Ask yourself, what are the three key messages I want my audience to go away with today?

End your presentation by summarising, recapping, inviting any questions, signposting further information points and thanking your audience.

## Practice

To become more familiar with your presentation it is good to practice it. This will also help with your pitch, pace and volumes to ensure you are speaking clearly. **Practice makes perfect!**

## Prepare

Preparation is essential prior to delivering your presentation. Find out about the venue, equipment available, directions, parking, timescales, contact details and anything else you will need to know about the day.

If you are using handouts, always print extra copies in case you have unexpected delegates. If you're going to use any technical equipment then test it to make sure it works and that you know how to use it.

Arrive early to give yourself time to set up, read through your notes and feel comfortable in your environment.

## Feedback

To get a true reflection on how your presentation went, ask for feedback. Take some time for self-reflection too. What went well? What didn't go so well? If you were to deliver the presentation again, what would you do differently?

So there you have a few starting points for when you are faced with creating a delivering a presentation. You may find it helpful to attend an IET presentation skills workshop to gain more in depth skills and knowledge. Workshops are also a great place to network and pick up more tips by sharing experiences with the other delegates.

But whatever you do, have confidence in yourself and overcome that fear of presenting.

**You may find it helpful to attend an IET Lifeskills workshop to gain more in-depth skills and knowledge on this subject. Workshops are also a great place to network and pick up more tips by sharing experiences with the other delegates. For more information on IET courses please visit [www.theiet.org/pd-courses](http://www.theiet.org/pd-courses).**

[www.theiet.org/careerzone](http://www.theiet.org/careerzone)

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