

What You Need to Do Before a Presentation

Do you have a big presentation coming up? Here are 10 tips to be better prepared:

1. Establish a purpose and expectations.
2. Outline your topic.
3. Determine visual factors.
4. Find out who your audience is and analyze them.
5. Figure out the “what” in your presentation and why the audience should care.
6. Get your timing and tempo down.
7. Practice in front of people.
8. Create multiple backups of your material.
9. Think positively and confidently when practicing.
10. Get enough rest the night before.

For more tips on giving a good presentation—and avoiding pitfalls—visit our website.



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