



DELIVERY – LECTERN

Do Not:

- ✓ Hide behind
- ✓ Hang on
- ✓ Read from notes





DELIVERY – LECTERN

Do:

- ✓ Rest hands gently
- ✓ Glance at your notes
- ✓ Move away occasionally or stand to the side





DELIVERY - VOICE



Rhythm



Rate



Volume



Inflection



Pause



Eliminate 'filler' words or expressions



FOCUS - REFOCUS



Use the 'touch / point, turn, talk' technique:

- ✓ Pause when you turn or refer to the slides
- ✓ Turn back towards the audience
- ✓ Talk



ORGANISATION – 5 WS

Audience:

- ✓ Who?
- ✓ Where?
- ✓ When?

Purpose:

- ✓ Why?
- ✓ What?





PREPARATION – BEGINNING



Greet



Identify



Qualify



Topic



Time



Surprises



Questions