

## Checklist:

# Acting confidently during a presentation

- Maintain eye contact with your audience.
- Maintain a friendly facial expression.
- Stand upright and relaxed.
- So that you are not simply standing at the lectern all the time, use a flip chart to draw something. This makes your presentation more dynamic.
- Your hands can help to emphasize your presentation. If you don't know where to put your hands, you can also hold a pen in your hand, for example.
- Speak with a clear voice, but also sometimes (if it is appropriate) vary between talking quietly, normally and loudly. This makes your presentation more animated.
- Be articulate and speak at a reasonable pace.
- Take short breaks.
- Only use foreign expressions when you have to, otherwise try to use simple language and straightforward phrases.
- Don't forget to breathe.
- Ask your audience questions, and use comparisons. This makes your presentation more exciting and easier to listen to.
- Speak off the cuff instead of just saying what you have learned by heart. This makes it easier for your audience to follow, and you will be more flexible in your thinking.