**Four Components of Good Presentations**

**BODY LANGUAGE:**

Stand up \_\_\_\_\_\_\_\_\_\_\_\_; face your \_\_\_\_\_\_\_\_\_\_\_\_\_; look \_\_\_\_\_\_\_\_\_\_\_\_\_, not down or at one person; stand to the \_\_\_\_\_\_\_\_\_\_\_; do not \_\_\_\_\_\_\_\_\_\_ your visuals; use \_\_\_\_\_\_\_\_\_\_\_\_\_ but do not be \_\_\_\_\_\_\_\_\_\_\_\_\_\_; if suitable, \_\_\_\_\_\_\_\_\_ through your audience.

**VOICE**

* Enunciation – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your words
	+ Improper enunciation will lessen your audience’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the content
* Pronunciation – saying words \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as they are spelled
	+ Mispronouncing words will detract from your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Projection - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your voice to the back of the room
* Tone – sound \_\_\_\_\_\_\_\_\_\_\_, not bored or disinterested
	+ \_\_\_\_\_\_\_\_\_\_\_\_ is contagious – show your interest in your topic
* Volume – don’t whisper; don’t yell
	+ Speak to low and you won’t be \_\_\_\_\_\_\_\_\_\_\_; speak to high and it will \_\_\_\_\_\_\_\_\_\_\_ your audience
* Speed – how quickly or slowly you speak
	+ \_\_\_\_\_\_\_\_\_\_\_\_ yourself: speak to slowly and your audience will be \_\_\_\_\_\_\_\_\_\_\_\_; speak too quickly and the \_\_\_\_\_\_\_\_\_\_ will be lost
	+ Pause and \_\_\_\_\_\_\_\_\_\_\_\_\_ to highlight important parts or let people \_\_\_\_\_\_\_\_\_\_\_ information

**APPEARANCE**

* Professionalism
	+ When you look like a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it will be more likely you will be seen as one
	+ Neat, tidy, and clean
* Dress appropriately for your \_\_\_\_\_\_\_\_\_\_\_\_
	+ Casual or Formal wear is dependent on the \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_

**ORAL CONTENT**

* Don’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ off a script
* Only \_\_\_\_\_\_\_\_\_\_\_ at cue cards as a \_\_\_\_\_\_\_\_\_\_\_\_ of your next point
* Stick to your \_\_\_\_\_\_\_\_\_\_\_\_\_\_ – don’t stray off on \_\_\_\_\_\_\_\_\_\_\_
* Repeat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for clarity

**PRACTICE**

When you arrive on presentation day, you should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ enough with the \_\_\_\_\_\_\_\_\_\_\_\_\_, and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that you can speak \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to your audience. Never underestimate the importance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time!