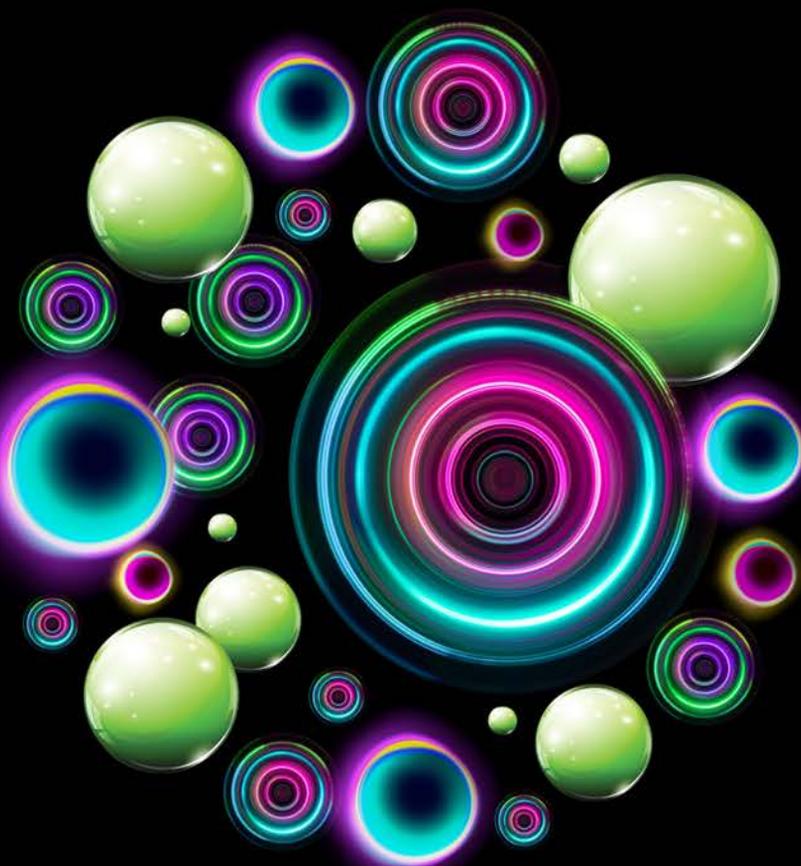


Deloitte.



Presentation Skills

Workbook



Getting to know yourself

**How do you feel about presenting in front of others?
(Please tick the statement that applies to you the most)**

Tick

1. I love it!
2. It's ok, but I prefer not to do it
3. I get very nervous when I have to present
4. I've never done a presentation and I can't imagine presenting in front of other people
5. It's a skill I would like to become more confident in

Top tips when presenting

When presenting, it's important to pay close attention to your body language, your delivery, and your energy.

The following ten tips will help you learn more about yourself and your presentation style.

1. Clothing
2. Smile
3. Don't lean
4. Use open gestures
5. Use arm movements
6. Maintain eye contact
7. Don't move around too much
8. Use facial expressions to your advantage
9. Don't forget to breathe
10. Practice

Know yourself: Your Delivery

How many words per minute is a comfortable pace for delivering a presentation? Circle the answer that you think is correct.

- 1. 250 – 400 wpm**
- 2. 100 – 150 wpm**
- 3. 250 wpm**
- 4. 180 – 200 wpm**

Know yourself: your tempo

How does increasing tempo enhance a presentation?

When would be a good time to do this?

Know yourself: your tempo

How could slowing down the tempo help a presentation?

When would be a good time to do this?

Know yourself: Your tone

Your Tone

- Try to avoid a monotonous or disinterested tone
- Vary your tone to match your points and keep your audience interested
- You can try speaking a bit louder when communicating key points to add extra impact
- Be clear in what you're saying – articulate every word
- Warm up your mouth and voice using tongue twisters. We've included some examples on this slide.

Warm Up Tongue Twisters

- Red leather, yellow leather
- Unique New York
- She sells sea shells on the sea shore

Know your audience

Know Your Audience

- How many people are you presenting to?
- How much do they already know about the subject?
- What are your key messages?
- What speaking style would suit them?
- What do they want to know?

Nourish Your Audience

- What would get your audience thinking?
- What questions might your audience have?
- What concerns could your audience have that need answering?
- What should your audience know or be able to do after your presentation?

Know your content

Your Message

- What is your message, what do you want your audience to leave with?
- Can you summarise your presentation into one sentence?
- What is the purpose of the message? Do you want to inspire, inform or persuade?

Your Slides

- Have one clear point per slide
- Have no more than 5 bullet points per slide
- Use visuals to bring your slides to life
- Which three things you would like your audience to remember from the slides
- Be ruthless! Cut back on the content that's not needed.

Your Preparation

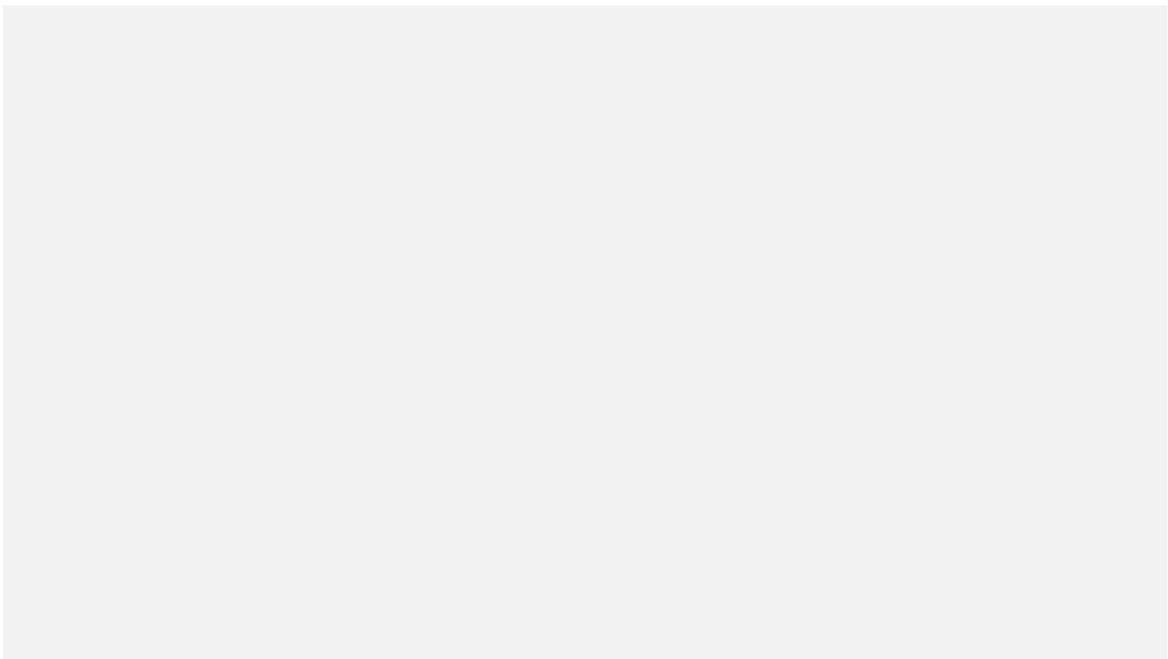
- Do your research
- Practice, practice and practice some more
- Prepare answers to questions you're likely to be asked
- Allocate timings to your presentation.

The structure of your presentation

Your Structure

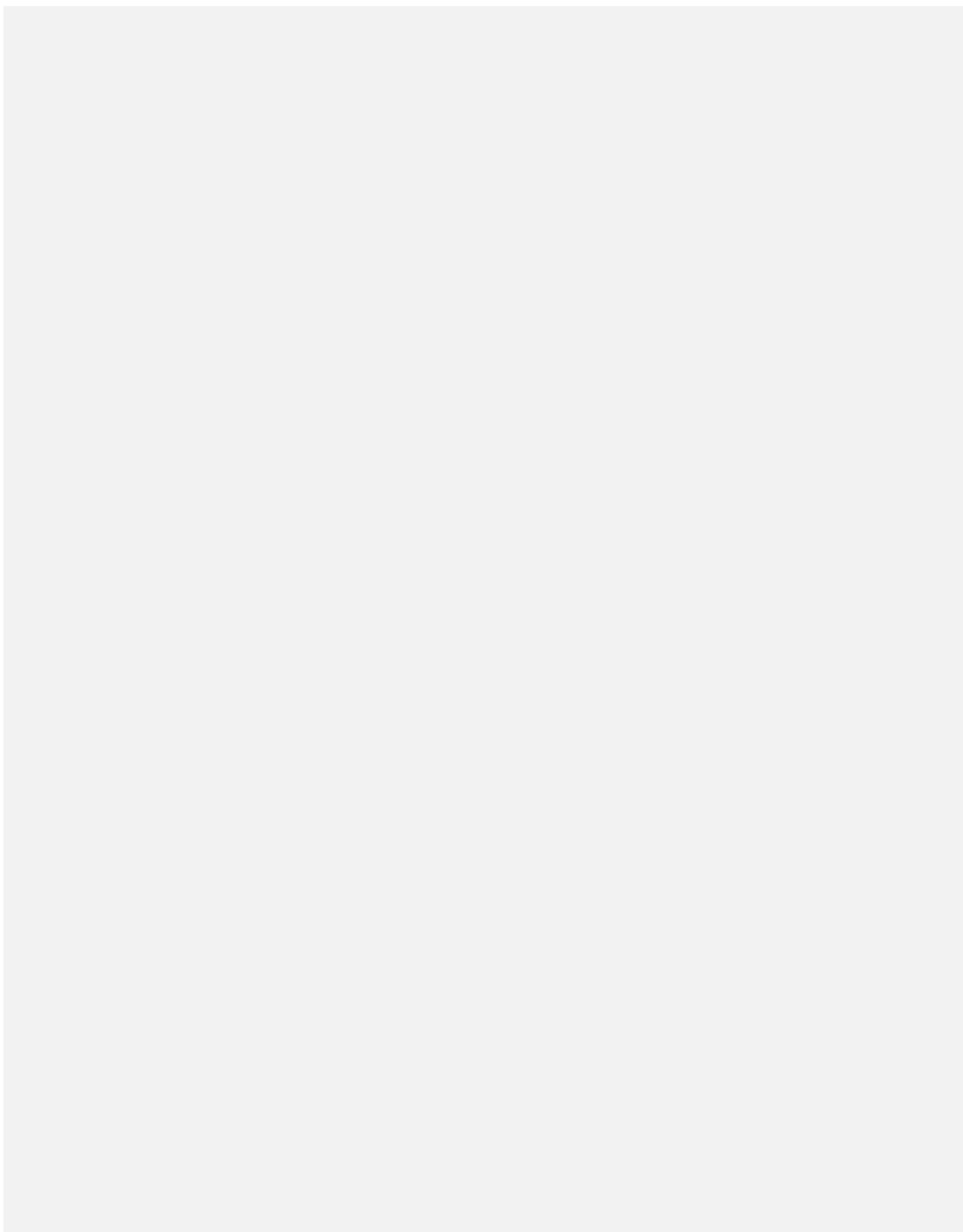
- Welcome and introduction
- Outline your presentation
- Move to the main body or the first talking point
- Summarise your main points
- Wrap up your talk
- Hold a Q&A, inviting questions from your audience

Use the space below to write any additional notes



Notes

Use the space below to write any additional notes



Further links

Main Careers Site:

https://www2.deloitte.com/uk/en/careers/careers.html?icid=top_careers

Grad Programmes:

https://www2.deloitte.com/uk/en/pages/careers/articles/graduate-opportunities.html?icid=top_graduate-opportunities

SVS Programmes:

https://www2.deloitte.com/uk/en/pages/careers/articles/summer-vacation-scheme.html?icid=top_summer-vacation-scheme

Apprentice Programmes:

https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html?icid=top_brightstart-business-apprenticeship-scheme

Frequently asked questions:

<https://www2.deloitte.com/uk/en/pages/careers/articles/student-graduate-faqs.html>

Dot the Bot (ask a question):

<https://meetandengage.com/deloittestudenthelpdesk>