

### Top Hint

Remember to lift your head, project your voice and speak clearly. Also try to speak slowly as nerves will naturally make you speed up

### Presentations

If asked to do a presentation it is usually in advance. Therefore, there is no excuse not to perform? Why is that so many people struggle with the one part of the interview where they are in complete control? Use this as an opportunity to stand out from the competition. Practice, practice and practice until you get it right. Practice your presentation in front of friends or family. Better still your recruitment agency that are able to offer professional advice. A few key hints and tips are

- ✓ Prepare. This goes without saying. Preparation will help calm any nerves and allow you to deliver a great presentation
- ✓ Structure. There should be three basic sections. Introduction, middle and conclusion. Introduction allows you to tell your audience what you are going to present. The middle section is presenting what you've told them you are going to present. Your conclusion recaps what you have just told them. Simple? It should be
- ✓ Timing. Presentation lengths will vary. For interviews 10 minutes would be a good guideline. Keep your audience interested
- ✓ Speaking. When nerves kick in it can be very easy to speak into your chest, screen or somewhere other than your audience. Remember to lift your head, project your voice and speak clearly. Speak slowly. Exaggerate this as you naturally speed up in interview
- ✓ Silence. So often over looked. Allow for pauses and gaps. This can emphasise a particular point. Give your audience a chance to digest what you have said. Portrays a confident speaker. If it feels uncomfortable pausing then take a sip of water. This acts as a natural pause and does the job

- ✓ Eyes. Keep eye contact with you audience. Make them feel engage and keep their attention
- ✓ Participation. If it deems relevant try and engage your audience with some participation. It will keep them on their toes and alert. Invite questions at the end of the presentation, not during

### Top Hint

Even if you consider yourself an expert there is always room for improvement

- ✓ Visual. It's a well known fact that humans respond better to visual aids and are 5 times more likely to remember something than if bullet pointed on a slide. Use aids, use your hands and body language to get your message across
- ✓ Variety. Another known fact is human attention span. It's short! So keep things moving along by adding variety and examples to your presentation
- ✓ Practice. Practice at home. Practice in front of people. Even practice with a video camera to scrutinise your body language and delivery. Even if you consider yourself an expert there is always room for improvement