



# Successful Presentations

Public speaking ranks in the top five most common fears. But developing your ability to speak in public, while it takes practice, enables you to share your ideas and perspective and build your self-confidence.

## DO...

- ...embrace the nerves– they show we care deeply about the audience and our message.
- ...practice, practice, practice with the technology you'll be using, including back-ups, preferably in the same physical space.
- ...keep your slides tidy and concise.
- ...use a uniform color scheme.
- ...find common ground with your listeners and adapt in order to connect with them.
- ...tell them what you're going to tell them, tell them, then tell them what you've told them.
- ...stay focused on your main topic.
- ...maintain eye contact.
- ...maintain your time limit.
- ...create a strong ending– it's most likely to stay in people's memory.

## DON'T...

- ...pretend you're someone you're not– audiences respond to genuine messages.
- ...use overly-elaborate fonts and slide transitions.
- ...read directly from your slides– stay connected to your audience.
- ...use data and diagrams unless they're important to your presentation and you're going to explain them.
- ...fill with defensive rebuttals to anticipated questions that may never come up.
- ...feel like you have to have all of the answers– saying "I don't know" is a valid answer.
- ...dismiss negative feedback– use it to continue your learning and achievement.

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