

PRESENTATIONS: Before You Start!

Your audience - Questions to ask yourself about them

1. How many will they be?
2. What nationality & sex are they?
3. How old are they?
4. What is their educational background?
5. What is their occupation?
6. Why will they be there? What is their prime motivation? Will they be there by choice alone?
7. How good is their English?
8. What about their command of technical vocabulary?
9. How much do they already know about the subject of my presentation?
10. What is their physical condition: tired, hot etc?
11. How long will it be since they've had breakfast/lunch?
12. How long will they be able to concentrate?
13. What do they expect from me?
14. What do they need from me?
15. What would they NOT appreciate from me?
16. What do they know about me already?
17. How judgemental are they likely to be?
18. What will be their attitude to humour? Which of my jokes will work?

Your venue - questions to ask about it BEFORE you start!

1. What will the temperature be?
2. Will there be tables? How will they and the seating be arranged?
3. How close will I be to the audience? Will there be any kind of barrier?
4. What equipment will be available? Will there be a white or black board? Is there a projection screen?
5. What about lighting? Will the room black out if I need it?
6. Will it be quiet? Is there potential noise from outside?

What to take with you? Your PRESENTATION KIT

1. media: memory-stick AND CD? (better, send the media in advance to check that it works)
2. back-up OHP slides if appropriate
3. screen pointer
4. your own pens
5. board cleaner
6. activity timer
7. small cards/sheets
8. your business cards - obviously!

NOTES: