

Helpful Presentation Tips

Know the arrangements for the presentation

- What is the occasion of the presentation?
- Where is the presentation taking place?
- Will you have the equipment you need to make the presentation?
- How much time will you have to make the presentation?
- Who else is scheduled to speak and what will they be discussing?

Know the audience

- What is the age and education level of the audience?
- How much does the audience already know about the topic?

Use Visual Aids (Download the How Actuaries See the World PowerPoint)

- Visual aids make the presentation more interesting.
- Audience retention is significantly improved by using visual aids.
- Highlight the important points in the handouts.
- Talk to the audience, not to the slide.
- Do not read from the slides.
- Stand to the left of the visual aid to point to the beginning of a word.
- Set up electronic equipment well in advance and test it to make sure it will work properly.

Provide Handouts (Download and print out the BeAnActuary PDF)

- Handouts allow the audience to follow along.
- Handouts provide a medium for the audience to take notes.
- Handouts provide a future reference to your key points.
- Handouts are usually requested on evaluation forms.

Practice the Presentation to Ensure Effective Delivery

- Practice giving the presentation with the visual aids so they are comfortably integrated with what you will say.
- Try to convey enthusiasm, but be natural.
- Control nervousness by knowing the topic. The more confident you are, the less nervous you will be.
- Try to practice the presentation in front of others and get their feedback
- Make eye contact with the audience.

Finally, have fun! If you do, so will the audience.