**Presentation skills – Accenture video**

**Confidence is key** – confidence in yourself and in what you are presenting

1. Knowing your subject

The key is knowing know what you are going to say. If you know the subject you are presenting inside out, it prevents you being caught out. If you lose your way you can find it again. You won’t make mistakes and you’ll talk naturally. So swot up!

1. Making an impact

Ask yourself why you are presenting. What is the audience expecting? Stick rigidly to this. Keep your presentation structured and don’t overload it with material. It just won’t sink in.

People remember 80% style and body language, and 20% content. If you want people to hear your content you have to have open body language and good presentation.

1. Telling a compelling story

Think of your presentation as a story. People want to follow the story right to the end but you will need to help them.

Repeat your key facts. Tell them what you are going to say, tell them the main bit of your presentation, and then remind them what you’ve told them in a brief conclusion.

Use structure to help explain the layout of what you’re going to say. Signposting your audience helps to guide them through your presentation.

1. Passion, practice and preparation

You have to want to present. If you have a passion for your subject matter and you are knowledgeable, you can present really easily. If you are less knowledgeable, learn the material thoroughly.

Practise, practise, practise – in front of the mirror and in front of another person. There is no substitute for rehearsal.

Write note cards to remind yourself of your presentation or refer to the slides. Don’t read from your notes.

Prepare for a presentation like you would for an exam or a big sporting event. The hard work all gets done in advance. On the day it should just run smoothly.

1. Watch what others do

Look at other good speakers and learn from them.

Some of the best presenters speak far more slowly than in normal conversation. They are even happy with moments of silence. Pauses can be really powerful. If you say something really important, wait for a second or two to let it sink in.

Finally remember that your audience wants to listen to you. They don’t know whether you’re nervous or not. Learn, prepare, relax and enjoy it.