From Rhonda Moore

Speaking suggestions:

It is your responsibility to define terminology and to check to be sure the audience understands before you continue.

Practice to be sure you are pronouncing all of the terminology correctly.

Look at your audience. Do not speak into your visual aid.

Practice transitioning from one topic/section to another to avoid auditory pauses such as um, like, you know, etc.

Pause naturally where there would be punctuation. This gives the audience time to absorb information presented. This also gives you a second to monitor your rate of speech while determining whether clarification is needed or you can continue.

Practice projecting your voice to be sure others can hear you but not so that it sounds as if you are shouting.

Non-Verbal Communication suggestions:

Pay attention to things that you may distract others or you may fidget with (hair, jewelry, high heels, ties, shoving hands in pockets, clicking pens, rocking back and forth, hand gestures, etc.)

Have someone watch you present and give feedback.

Suggestions for Q and A sessions:

Anticipate and practice questions you may get.

Repeat the question back to make sure you heard it correctly and so that everyone else can hear the question you are responding too. This also gives you a few seconds to gather your thoughts and begin forming your answer.

Admit if you do not know the answer. Offer to find out the answer and let the person who asked know at a later date.

Share if follow-up or more research is needed.