

- Beginning: say what you're going to say
- Middle: say it
- End: summarise what you said
- Open strongly perhaps with interesting, topical fact
- Keep to topic
- Close with invitation for questions

Structure and content

Delivery

- Confident posture
- Smile & make eye contact
 - Look to the camera!
- Steady pace
- Build rapport
- Use humour with care
- Use nerves to your advantage - adrenalin helps!

- Keep slides simple - threes work!
- Use visuals
- Distribute handouts at end

Materials

Practice

- Watch yourself in the mirror
- Record yourself and critique
- Monitor timing
- Familiarise yourself with content
- Get feedback from others