

# THE ART OF PRESENTING

## Know Your Beats

Skip the script. Instead of reading, remember key “beats” – the first and last sentence of your opening, main events in order, and how you’ll end. This keeps your delivery natural and connected.



## Slow down and pause.

Slow down and pause. Cut content if needed to give yourself room to breathe. Let your words land – pauses help people listen.



## Don't be distracting.

Notice habits like pacing, avoiding eye contact, or saying “um” too often. They pull focus from your message.



## Practice for success.

Rehearse out loud, ideally in front of someone. Feedback makes your work better.



## Expect the unexpected.

Something will go wrong. Miss a word? Slide glitch? Keep going. Rehearse recovering calmly.



## Add a challenge.

To sharpen your skills and build flexibility, try adding a challenge like practicing while walking, playing with your dog, or with background noise.

