

Presentation Preparation Countdown

Don't wait until the night before to think about that big presentation! There are things you can do in advance to ensure that you will be confident and prepared.

Long Term Preparation:

- Review the assignment and requirements.
- Talk to your professor or advisor if anything about the expectations for the presentation are unclear.
- Start putting together the basics for the presentation- what will your content and material be? Will you use electronic devices like VCRs or PowerPoint slides in your presentation?
- Finalize the outline or text of what you will be presenting.
- Practice! Visit the Oral Communications Lab, ask a friend to listen, or talk to your professor or TA. Getting used to the material this early will be helpful.
- Start taking vitamins! This might sound silly, but your physical health will play a large part in how well you present.

Short Term Preparation:

- Keep practicing! Become entirely comfortable with what you're presenting.
- Start anticipating questions that audience members, classmates or your professor may ask after or during your presentation.
- Find out how the space will be set up when you present. Will you be sitting or standing? Will you have a podium or a table?

One Day Before:

- Get a full night's sleep! This might not seem important, but it will ensure that you have enough energy to give the next day.
- Plan your schedule so you have time to relax and prepare right before your presentation.
- Make sure you have all of your materials ready- index cards, overhead sheets, etc.

The Day Of:

- Try to avoid caffeine! It's tempting as a quick energy fix, but it will only make you more anxious. Instead of soda, tea or coffee, drink water.
- Wear comfortable clothes, especially shoes! It is more important to feel comfortable than to look stylish, so wear clothes that fit appropriately and don't leave you tugging and adjusting.
- Try some relaxation techniques to stay calm before your presentation.