**The presentation**

Design an effective introduction

*Attract the attention* of your audience in your introduction. Think of a way to get them interested. How? Perhaps you can ask a provocative question? Describe a scene or character from the books? Explain your own interest in the books? Tell your listeners what the topic of your presentation has to do with them?

*Focus* your presentation. State your goal or the questions you started with. Tell your listeners what they will learn.

*Preview* what’s to follow—your points, your approach, or the type of content.

Guide your audience

Organize the information. Help your audience follow your line of thought by using linking words (‘In the first place…’, ‘On the one/other hand,..’). They tell your audience where they are in the presentation and flag what is important to note or remember. Changes in body position, gestures, and voice can help listeners recognize a transition from one point to the next.

You can use visuals, such as a PowerPoint or Prezi if you like.

Design an effective conclusion

*Summarize and refocus****.***Recap the main points or arguments you’ve covered. Reinforce what’s important for the audience to take away from your presentation.

*Close.* Refer back to the opening message or end with a memorable quote. In any case, your closing words should make it very clear that it's the end of the presentation.

If the applause isn't forthcoming, stand confidently and wait. Don't fidget and certainly don't eke out a half-hearted, 'That was our presentation'.

**How to deliver the presentation**

* Have confident body language
* Make eye-contact
* Avoid distracting behaviour
* Take your time
* Speak clearly
* Engage your audience (by using visuals or asking questions)
* Know your visuals (don’t look at the screen)
* Practise!!!