



## Oral Presentation “The Doable Dozen”

1. Do not put hands behind your back, on your hips or in your pockets.
2. Gesture with your hands, but keep them under control.
3. Do not start until you have complete eye contact with the audience.
4. Keep eye contact with the audience. Only glance at the screen or laptop, and do not look at the floor.
5. Project your voice. Talk to the last row in the audience. Put inflection into your voice, especially when you make an important point.
6. Finish your sentence. Don't let your voice drop at the end of the sentence.
7. Avoid the verbal pauses – Umm, Ahh, OK.
8. Keep your body under control. Don't rock back; don't lean on the podium.
9. Try to relax. If you're nervous, it will show.
10. Change your location at the front of the room. It is helpful for the audience.
11. Keep your slide clean and simple – 5x2.
12. Be consistent with bullet points – sentences versus phrases and capitalization.
13. Selling the vision - Ten Tips for the perfect pitch:
  - Know your audience
  - Do your homework
  - Define the problem
  - Tell a story
  - Demonstrate your passion
  - Remember the KISS principle
  - Talk up the team
  - Act naturally
  - Make it snappy
  - Have a backup

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