

## Tips for Talk

Below are some top tips to consider when planning and delivering your presentation

LANGUAGE	DELIVERY
Today, I would like to talk to you about... Now... To begin with...	Eye contact Stance Smile
In other words... I mean... Look at it this way...	Act as if you're confident Don't fidget
So... As a result...	Don't read it Use your notes
But... However... On the other hand...	Sound enthusiastic Vary your tone
Firstly... Secondly... Thirdly... Finally...	Use pauses Speak clearly
You have to remember... The fact is that... So you see that...	Speak slowly Finish confidently
As I mentioned before... In a moment I'll tell you...	Use visual aids
In conclusion... So you see... The result is that...	
Thank you for listening... Are there any questions?	

