**Presentation Tips**

**Ways to improve your presentation for everyone in the audience**

* Keep some light on the speaker
* Use a microphone
* Arrange the room in a semi-circle
* Repeat questions from the audience
* Provide powerpoint handouts prior to the presentation
* Speak clearly and at an even pace
* Provide closed captioning when available or locate a transcript of the video/dvd
* Organize small group activities to have no more than 5 in a group

Ouch! Follow-up

UNL Diversity Committee

Cmh—12-20-10