

- f* Give the more general category in which the term belongs
- f* Say the term with a commonly associated word (salt and pepper)
- f* Give a specific example if the word is a general term
- f* Use a synonym
- f* Contrast the term with an opposite

## B. Delivery Skills

1. Speak loudly enough that someone at the back of the room can hear you.
2. Do not speak too slowly.
3. Use eye contact often.
4. Blink at least once every few seconds.
5. Use legible, well-organized, well-labeled visual aids and point and refer to them as you speak.
6. Have a relaxed posture. Keep your feet slightly apart and move as you speak.
7. Use hand gestures to signal important relationships (i.e. first, three, up, wide).
8. Smile, use facial expressions, and move your head to show your emotions and reactions.
9. Put energy into your voice, posture, and movement. This shows self-confidence and enthusiasm.
10. Speak and act naturally. Do not read or memorize your presentations.

## C. Content & Organization

1. Know the material well and organize and prepare your presentation before you give it.
2. Anticipate and prepare responses to questions and prepare a few questions to ask the audience during the presentation.
3. Tell the audience why material is important and how it relates to prior material or experiences they may have.
4. Visually and verbally outline the presentation for your audience.
5. Distinguish clearly between main and subsidiary points.
6. Emphasize and spend more time on the main ideas.
7. Summarize each section of a presentation before continuing.
8. Signal transitions between parts of a presentation and main ideas.
9. Use analogies and concrete examples to illustrate key concepts and principles.