

PREPARE

A good speaker should **prepare** carefully for their talk and be:

Purposeful
Relavant
Enthusiastic
Proficient
Academic
Reliable
Engaging

Purposeful	Indicate the structure of your talk and give your audience a clear sense of direction.
Relevant	Make your material relevant to the topic and to the audience.
Enthusiastic	Show that you enjoy your subject.
Proficient	Maintain control throughout your talk by researching and preparing your material carefully. Practise using the equipment in advance, and be ready to answer audience questions.
Academic	Use formal language and ensure that the style and content of your slides are appropriate.
Reliable	Provide sources for your information. Include references when necessary and be prepared to give your audience a short bibliography on request.
Engaging	Keep your audience's attention by using good eye contact and delivering your material as a talk, rather than reading from your notes or reciting from memory. Use unobtrusive cards for your notes so that they do not hide your face.