10 TIPS FOR DELIVERING TECHNICAL INFORMATION

1. The best presenters are always enthusiastic about their topic.
2. The most important element of your presentation is your audience – consider them first.
3. Your style (the way you deliver your presentation) is more important to the audience than the content or visual aids - think about how you will engage the audience.
4. To win the battle between clarity, detail and time, cut back on the detail and build in time for pauses.
5. 'Super-prepare' your introduction to give you a confident start.
6. Prepare a strong exit line for your conclusion.
7. Signpost your presentation so your audience knows where you're taking them.
8. Use visual aids that add impact or help you to explain something.
9. Rehearse and time your presentation. Make sure you're comfortable with the venue - do you know how to use the equipment?
10. Check again that your information will meet the likely expectations and needs of your audience. What benefit will they get from listening to you?

Source: http://katoolkit.lwa.gov.au/node/34