



#### **Do: Present with energy**

Show your audience that you are enjoying giving the presentation and they will enjoy watching you. Bring the energy!

#### **Do: Be overprepared**

It never hurts to have a plan A through D. Have hard copies of your presentation with you. Don't be the one who couldn't give their presentation because they sent the wrong version.

#### **Do: Sit or Stand up**

Sit or stand in a professional manner. No sitting on your bed or on the floor!

#### **Do: Be concise**

Can you express the main point on any given slide in 20 words or less? If not revise.

#### **Do: Leave time for questions**

Hopefully, you've made some insightful points during your presentation and sparked someone's curiosity.

#### **Don't: Present as though you're talking with your buddies**

Don't pepper your presentation with complaints about working long hours or working on weekends.

#### **Don't: Read directly from the slides**

This is presenting 101. Slides are there for reference not as a script to be read verbatim.

#### **Don't: Speed through the presentation**

We usually give our interns about 10-15 minutes. Remember to breathe and pause every now and then to let the audience digest the content.