

Putting It All Together

Before your presentation
During your presentation
After your presentation

Mary Ellen Guffey, *Essentials of Business Communication, 8e* Chapter 12, Slide 41

Putting It All Together

Before
During
After

- Prepare thoroughly.
- Rehearse repeatedly.
- Time yourself.
- Dress professionally.
- Check the room.
- Greet members of the audience.
- Practice stress reduction.

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Before
During
After

- Begin with a pause.
- Present your first sentence from memory.
- Maintain eye contact.
- Control your voice and vocabulary.
- Skip the apologies.
- Incorporate pauses when appropriate

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Putting It All Together

Before
During
After

- Show enthusiasm.
- Put the brakes on.
- Move naturally.
- Use visual aids effectively.
- Avoid digression.
- Summarize your main points.

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Putting It All Together

Before
During
After

- Distribute handouts.
- Encourage questions.
- Repeat questions.
- Reinforce your main points.
- Keep control.
- Avoid *Yes, but* answers.
- End with a summary and appreciation.

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