

PRACTICE, PRACTICE, PRACTICE

Hands-on exercises to develop an upcoming presentation or improve a current one

1.	Practice a presentation enough times so you can put your notes aside and just talk.
2.	Visualize your audience and give your talk out loud. (You can use this space to make notes of parts that need more practice.)
3.	Videotape your presentation. Then, write down two or three ways to improve.

4. After practicing your talk with slides, practice without slides.