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| **Good Presentation** | **Bad Presentation** |
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Answers:

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| 1 Ensure that the space around you is free from obstacles | C You don’t ensure that there is adequate space around you and your group (there is a chair in your way, you nearly break your neck over the box of books on the floor) |
| 2 Wait until your audience is seated (and silent) before starting | A People are still coming in and the ones that are present are talking about their weekend in the mountains. |
| 3 Stand while presenting | J Sit while talking |
| 4 Remember! Do not block the view to your visuals | E You stand in front of your screen or your poster |
| 5 Talk freely from cue cards | G Read your whole presentation |
| 6 Vary your voice, speak loudly and clearly | I Speak monotonously, quietly or mumble |
| 7 Look at the audience, smile and be friendly | B Look only at your cue cards, (screen, poster) and speak seriously all the time |
| 8 Speak within the time limit and leave time for questions | D Speak for longer than you planned |
| 9 Pause when you want to give a new idea | H Don’t make any pauses |
| 10 Be silent and allow your team members to deliver their part of the presentation | F You interfere in your team member’s presentation. Shut up and sit down! |