## **Table of contents**

Introduction	4
Planning your presentation	7
The message	8
Catch their interest	12
Structure (including introductions and summing up)	17
Language	27
Time management	31
Visuals	33
Questions	41
Final preparations	46
Delivery	51
Be positive	52
Voice	55
Connecting and separating topics	64
Movement and gestures	68
Interaction	75
Talking about your visuals	79
Be yourself	81
How to avoid stress and how to work with the language	85