

Applied Behavior Analysis
ABA Master's Program
at the University
of South Florida

The Dos and Don'ts of Professional Presentations

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Initial Considerations

- Have the Equipment You Need
- Know How to Set Up the Equipment
- Dress Appropriately
- Know Your Audience
- Prepare Your Talk Well

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Things to DO When Preparing Your Talk

- Know your topic and your presentation well
- Use bullet points in your slides
- Use language appropriate to your audience
- Organize your slides well
- Proof and spell check your slides
- Use appropriate color schemes or backgrounds in your slides
- Practice, practice, practice (videotaping yourself)
- Look at your slides from a projector (not just from your computer) before presenting

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Things To DO When Delivering Your Talk

- Face the audience
- Speak loud enough
- Use a laser pointer or cursor
- Use only your allotted time
- Present at the proper pace
- Engage your audience
- Use humor when appropriate
- Say you don't know when you don't know

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And Now for the Don'ts

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Don'ts When Preparing Your Talk

- Don't use font that is too small or difficult to read
- Don't put too much information on one slide
- Don't use acronyms without explanation
- Don't use animation schemes when not necessary
- Don't use pictures or images if not directly relevant

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Don'ts When Presenting Your Talk

- Don't present with your back to the audience
- Don't read slides word-for-word
- Don't apologize (e.g., sorry I didn't really have time to prepare for this talk)
- Don't present information you cannot explain
- Don't speak too slowly or too quickly
- Don't speak too softly
- Don't engage in distracting behaviors

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