

Slides should be colourful, look inviting
and not have too many words

- x Traffic light cards help us
to let you know if we are
happy, if you are going too
fast or if we have a
question
- x At the beginning of your
session explain how to use the cards
- x Our supporters may need time to explain ideas or
translate information, make sure there is time for this

What is a good presentation?

- x During a good presentation, the speaker will:
 - o Introduce yourself in a
friendly way.
 - o Explain what you are going
to talk about.
 - o Use easy to understand
handouts or slides with
pictures.
 - o Give clear and up to date information.
 - o Use positive stories and examples.



- Have activities that all the audience can participate in and which help us to learn more about the topic.
- Always check if the audience is happy and we understand what you are saying.
- Create a friendly atmosphere where we feel we can ask questions.

- After the best presentations we have understood what we heard and feel we have learned new things

What should not happen?

- Do not rush! We will not be able to follow if you are going too fast.
- Stick to your timings and do not run over.
- Do not use complicated graphs or diagrams.
- Do not be boring, use videos, stories, photos, questions and activities to keep us interested.
- Respect the traffic light cards, if we use the cards and we are ignored, we feel left out.
- Do not rush to finish, make sure you leave enough time at the end for questions.



Other things to remember

- Really think about how you can include everyone when you are writing your presentation.
- It is a good idea to ask a self-advocate check the accessibility of your presentation.
- When you start the presentation, make sure everyone can hear you.
- Check if those who need translation have it.
- Check your body language, try and appear friendly.



- If the meeting is on-line make sure everyone knows how to use the platform and can use the features like interpretation, chat and captions.
- Ask for feedback, this will help you with planning your presentation next time!

More information

- We hope you found this document helpful
- If you want any more information please visit the Listen Include Respect website.