

## 10 WAYS TO RUIN A PRESENTATION

As hard as it may be to give a great talk, it's really easy to blow it. Here are some common mistakes that TED advises its speakers to avoid.

1. Take a really long time to explain what your talk is about.
2. Speak slowly and dramatically. Why talk when you can orate?
3. Make sure you subtly let everyone know how important you are.
4. Refer to your book repeatedly. Even better, quote yourself from it.
5. Cram your slides with numerous text bullet points and multiple fonts.
6. Use lots of unexplained technical jargon to make yourself sound smart.
7. Speak at great length about the history of your organization and its glorious achievements.
8. Don't bother rehearsing to check how long your talk is running.
9. Sound as if you're reciting your talk from memory.
10. Never, ever make eye contact with anyone in the audience.