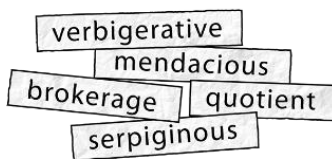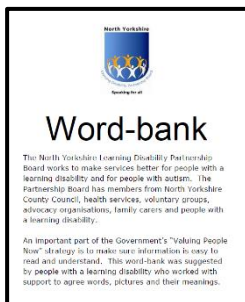# Top Tips for Presentations from self-advocates

These Top Tips were developed by self-advocates from the North Yorkshire Learning Disability Partnership Board. They suggest ways to help you prepare and deliver interesting and accessible presentations.
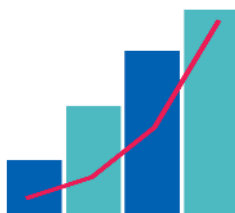

Preparing your presentation

Use easy to understand words.

If you have to use jargon or complicated words, explain what you mean.

Use our **Word-bank** to help you make long words easier to understand. The Word-bank is on the Partnership Board website:
https://www.nypartnerships.org.uk/wordbank

Don't use graphs or charts unless you can explain them in a way everyone can understand.

nypartnerships.org.uk/learningdisabilitypartnershipboard

Before you start your presentation

Send out your presentations before a meeting so people have time to go through it.

Give people print outs of your presentation on the day if possible.

Please check the video or other equipment before you start to make sure it will work.

It is disappointing when we are promised something which doesn't happen.

Think of ways you can make this interesting, for example, use music or videos.

If you use a video, please make sure the screen is big enough for us to see.

Delivering your presentation

Be prepared and organised and explain why you are here to do your presentation.

Don't just read the words from the slides, make your presentation interesting and colourful.

Try to slow down when you speak.

Leave pauses to give us time to take in the information.

We like to hear personal stories to help make sense of the information you are telling us.

Make it interactive by involving the audience and asking them questions.

If you want to ask us a question, please give us time to think about this.

We often won't be able to give you an answer straight away as we may need to talk about this with people who are supporting us.

Don't start talking about other things because this can be confusing for people.

Don't make it too long because you will be tired and we will be bored!

Made by North Yorkshire Learning Disability Partnership Board – June 2018, updated November 2019.