

Giving A Successful Presentation:

A How-to Guide to creating and giving a GREAT presentation

Getting Started

- Gather all your information
- Organize your thoughts
- Create a speech outline
 - The more detailed your outline the better
 - Plan your speech around your audience
 - Estimate the approx. time for each section

Getting Started (cont.)

- Make visuals
 - Different visuals make different impacts on your audience
 - Graphs, pie charts, posters, etc.
 - Make sure your visuals are clear and understandable
 - Do not overwhelm your visuals

Creating a PowerPoint Presentation

- Make sure your info is concise
- Use no more than 6 bullets
- Time your slides
 - Timing can help you stay within your time limit

Creating a PowerPoint Presentation (cont.)

- Adjust your number of slides according to length of presentation
- Use pictures sparingly
- Choose a background/template
 - Remember your audience
- The last slide should be a Thank You

Giving the Presentation

- Before the presentation:
 - Relax
 - Go for a walk
 - Listen to music
 - Quickly review your notes
 - Go in early to set up

Giving the Presentation (cont.)

During the Presentation:

- Avoid handing out info at the beginning
- Avoid "filler words" like "um"
- Make eye contact
- Scan the crowd
- Be aware of your body language

Giving the Presentation (cont.)

- Absolutely NO gum, candy, mints, etc.
- Don't forget who you're talking to
- Don't play with your notes
- Don't read directly from your notes
- Never speak with your back towards the audience

Giving the Presentation (cont.)

- Use a strong voice
- Stay focused
- Enunciate
- Don't feel bad about showing a little emotion
- Remember why you're there
 - You're the expert

Fielding Questions

- Save at least 3-5 minutes for questions
- Answer questions to the best of your ability
- If a question is irrelevant to your topic:
 - Be polite
 - State that it is beyond the scope

Fielding Questions (cont.)

- Give straight answers
- If you think a question is stupid:
 - Politely address it or...
 - Politely decline to address it
 - Never be rude or condescending
 - There is no need for sarcasm

Concluding Your Presentation

- Summarize your main points
- Give any last words or quotes
- If there are any unanswered questions:
 - Offer to talk to the person/people after the presentation or...
 - Leave them with your contact info
- Sincerely thank the audience

Special Thanks To...

- The wonderful staff of the LRC
- And to YOU!


