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

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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

- 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

- 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!