HOW TO GIVE A GREAT PRESENTATION

SHOW CONFIDENCE

While you may be nervous, it is important to be calm and relaxed. Let your enthusiasm show in the presentation and use a clear and steady voice. Smiling and making eye contact are great ways to engage with your audience.

PRACTICE

Practicing your presentation can help you feel more confident. A great way to do this is by timing your practices, as well as practicing in front of other. You can get a feel for the length of the presentation, get feedback, as well as get used to talking in front of others. You should also thoroughly review and proofread all materials you will be using.

KEEP IT SIMPLE

Make sure to determine and focus on the key points of your presentation. What do you want the audience to remember? What are you trying to get across? Every slide and graphic in the presentation should be relatable and clearly understood.

UTILIZE GRAPHICS AND MEDIA

Reading slide after slide can be repetitive and boring to audience members. Using media and graphics in your presentation, such as videos, graphs, charts, props, or handouts can be a great way to keep your audience engaged.

REMEMBER THE 10-20-30 RULE FOR PRESENTATIONS

An effective presentation contains no more than 10 slides, lasts no longer than 20 minutes, and used a font size of at least 30. These tips will help you avoid relying on the slides to provide all of the information. The slides should simply be a guide for the presenter not be the entire presentation.