



TIPS ON PRESENTATION SKILLS

Preparing an Effective Presentation

OUTLINE

- Preparation and Knowledge
- 10 tips on Presentation Skills
- Structure of the presentation
- In a Nutshell
- Role play..., *Ready, Set, Go!*



PREPARATION AND KNOWLEDGE

What is a Presentation?

- A means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.
- To be effective, step-by-step preparation and the method and means of presenting the information should be carefully considered.



PREPARATION AND KNOWLEDGE



▪ Preparing a Presentation

Preparation is the most important part of making a successful presentation. This is the crucial foundation and there should be no short-cuts.





10 TIPS ON PRESENTATION SKILLS



1. 10-20-30 Rule
2. Be Entertaining
3. Slow Down
4. Eye Contact
5. Don't Read

6. Speeches are About Stories
7. Project Your Voice
8. Breathe In Not Out
9. Get Practice
10. Put Yourself in the Audience

10-20-30 RULE

This rule states that a PowerPoint slide should have no more than **10 slides**, last no longer than **20 minutes** and have no text **less 30 point font**

- Use 1-2 slides per minute of your presentation
- Write in point form, not complete sentences
- Include 4-5 points per slide
- Avoid wordiness: use key words and phrases only

SLIDE STRUCTURE - **BAD**

- This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

SLIDE STRUCTURE – **GOOD**

- Show one point at a time:
- Will help audience concentrate on what you are saying
- Will prevent audience from reading ahead
- Will help you keep your presentation focused

PRESENTATION STRUCTURE

Structure Have a logical order: introduction, middle with your main points & a conclusion	Practice Practice beforehand in front of a mirror, with a recorder or in front of a friend	Body Language Smile, make eye contact, stand up straight & move around a bit. Don't hide behind the podium!
Notes & Handouts Have brief notes on postcard sized cards. Have a handout that the audience can take away afterwards	PRESENTATION SKILLS Bruce Woodcock, bw@kent.ac.uk University of Kent Careers	Speech Speak clearly, confidently, concisely & not too fast. Use everyday language rather than jargon
PowerPoint Keep slides clean & simple. Don't have lots of text on each slide. Use charts, diagrams & pictures	Interaction Build a rapport with your audience. Get them involved by asking & encouraging questions. Use humour if appropriate	Nervousness It's normal to be a bit nervous: this helps make you more energised. Preparation & practice will reduce nerves!

IN A NUTSHELL...

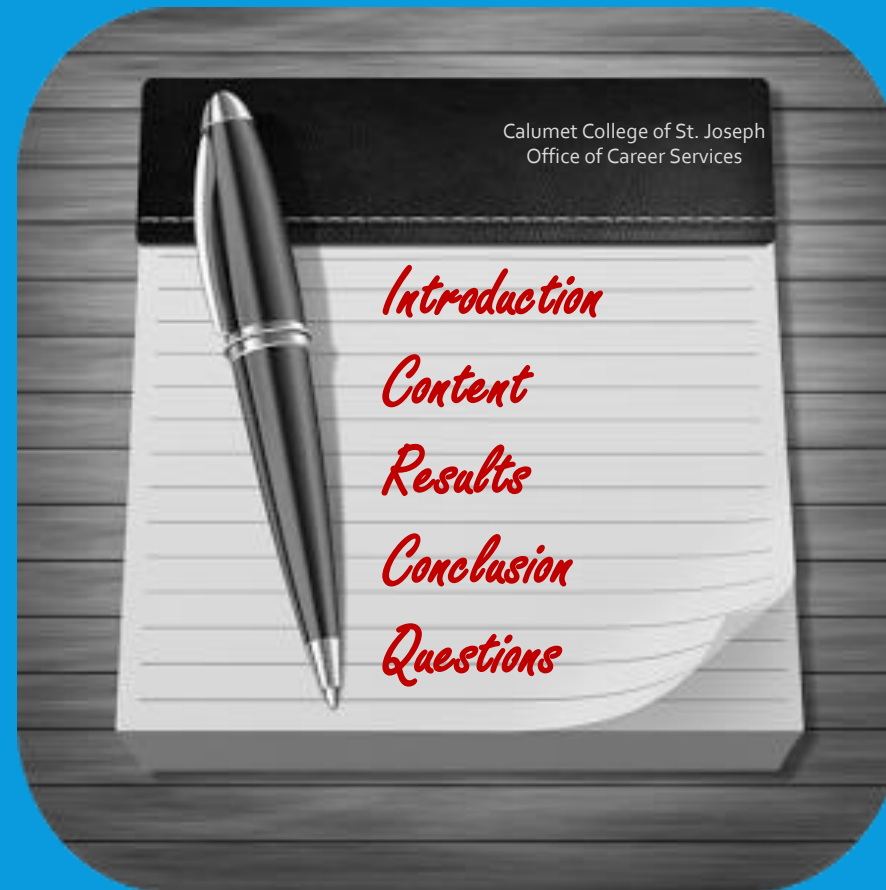
- Dress smartly
- Smile
- Speak clearly, firmly and confidently
- Eye contact
- Walk around & gesture with your hands
- Enjoyment & Humorous



Importance of Networking

http://www.careerspots.com/newplayer/default.aspx?key=allHRJkdl_7W4jMqXoNiO2&pref=https://www.careerspots.com/secure/Individual_Video.aspx?key=allHRJkdl_7W4jMqXoNiO2&src=IndividualVideo&

ROLE PLAY



Calumet College of St. Joseph
Office of Career Services

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