

Easy Steps to a Successful Presentation !

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A successful presentation is not an accident. Thorough planning, preparation and practice are critical. Some timely reminders will help you achieve success.

1. DON'T READ YOUR PRESENTATION

Your audience doesn't want to hear you read from a piece of paper or from paragraphs on a PowerPoint presentation.

2. KNOW YOUR INFORMATION

You are the "expert" on your topic; ensure that you do enough research before the presentation.

3. CAPTURE THE INTEREST OF YOUR AUDIENCE

Be creative and let your audience know what the presentation will be about with an interesting introduction.

4. INCLUDE A CLEAR AND CONCISE INTRODUCTION AND CONCLUSION

A good "rule of thumb" is to tell your audience what you are going to tell them (the introduction); then tell them (the body of the presentation); then tell them what you told them (the conclusion).

5. DIVIDE THE PRESENTATION INTO MAIN IDEAS

Make sure that you organize your presentation into sections and that the sections flow in a logical way. Consider your presentation to be a type of story that you are telling your audience – don't leave key points out that would ruin the "story".

6. CONNECT THE SECTIONS OF YOUR PRESENTATION

As you move from one section to another (or one presenter to another), use linking words and inform your audience that you are moving to another topic or speaker.

7. INVOLVE YOUR AUDIENCE

Ensure that there is time to ask questions and consider creating your own questions to spark discussion. Also consider including activities that will enhance your presentation by illustrating or reinforcing key concepts.

8. INCLUDE VISUALS IN YOUR PRESENTATION

"People generally remember 20% of what they hear, 30% of what they see and 50% of what they both see and hear". Appropriate visuals can enhance a presentation. Consider using a PowerPoint presentation, a film, music, models, handouts or other audiovisual aids to illustrate concepts in your presentation.

Importantly, in order for aids to be effective, they should not detract attention from the speaker and distract the audience. Keep it simple! For example: only include key points in a bulleted format on slides and refrain from distributing handouts during the presentation. Lastly, ensure that you are organized and that your materials/visuals are readily available.

9. TIME YOUR PRESENTATION

Practice your presentation ahead of time to ensure that you don't exceed any time requirements.

10. SPEAK CLEARLY AND MAKE EYE CONTACT

Speak slowly and clearly so your audience can follow you. Stress important points and don't be afraid to pause after these points have been made so the audience can "absorb" the information. Don't prepare or read from written text. If necessary, use cue cards as a reminder of key points.

Talk to the audience (not just the teacher!). Make eye contact and project enthusiasm and confidence during your presentation.