

PRESENT & SHARE

Before you begin, ask yourself

- What is the purpose of your presentation
- What does the audience expect
- What do you want the audience to take away
- How long is your presentation

The Audience

- Who is your audience
- Why have you been asked to speak to them

Know Your Topic

- The best presentations happen when you thoroughly know and understand your topic

Keep It Simple

- Your audience should come away with just a few main points
- Keep your presentation simple; don't kill the audience with detail
- Have a well-organized, clear structure to your presentation
- Make sure the audience knows what is important and why
- Tell it like a story
- Personalize your presentation

Design

- If your presentation involves some form of slideshow, don't put too much text on the slides
- Vary the slides – some text, some graphics etc.

- Limit the fancy transitions – they can feel inappropriate and will deter from your presentation
- Have a theme – use the same colours or graphics to build in consistency
- Choose graphics and fonts well

Deliver

- Be passionate
- Start with a catchy hook
- Don't go on and on
- Move around physically
- Make eye contact with the audience
- PRACTICE ~ PRACTICE ~ PRACTICE

Adapted from:

Reynolds, Garr. "Presentation Tips." *Garr Reynolds Official Site*. N.p., 2016. <<http://www.garreynolds.com/presentation-tips/>> Web. 27 Apr. 2016.

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