

Presentation Basics

1. Preparation

- a. Who is your audience? prepare presentations that address the target audience. Be sure you know who your audience is—what are their backgrounds and knowledge level of the material you are presenting and what they are hoping to get out of the presentation?
- b. What do you want to communicate to your audience?
- c. Prepare and practice your talk!

2. Slides

Slide style varies from person to person and topic to topic but:

- a. Less is more !!!
- b. maximum of 4 (meaningful) key points per slide
- c. no full sentences
- d. use graphs/images/videos instead of text if possible and appropriate
- e. do not overuse animations, fancy colors - it's a presentation not an ad!
- f. one slide ~ 90-120 seconds talk

3. Presentation

- a. The audience is your floor - Enjoy It!
- b. Talk to the audience - not to the slides. Look at your audience
- c. Do not read the slides. The slides should help the audience to follow your talk
- d. Do not jump / wiggle around / make crazy things with your hands. Just stand there on both feet, with your hands on waist height.
- e. Talk naturally, not too fast.