

Tips on Presentations

By

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Introduction

- Design – Preparation Pays Off
 - Structure – Beginning, Middle & End
 - Information Overload – Less is better
 - Know Your Audience – Who are they and what do they want to know?
 - Your Talk – Slides enhance talks, not substitute for them.
- Giving Presentations –
 - How you look matters
 - Enthusiasm and Excitement are infectious!

Designing Presentations – Slide Structure

- Introduction - The beginning
 - Tell them what you are going to tell them
- Body - The middle
 - Tell them
- Conclusion - The end
 - Tell them what you have told them

Designing Presentations – Information Overload

- Bullet Point – ~ 5 words
- Slide – ~ 5 Bullet Points
- Time – ~ 5 minutes/slide
- Total Presentation Time – ~ 50 minutes
- Summary Sentence
 - The audience will remember one sentence worth of data, what's your sentence?

Designing Presentations – Know Your Audience!

Right	Wrong
Tell them what they want to find out	Tell them what you find interesting
Assume they know nothing	Assume they know what you know
Make the subject interesting	Assume the audience is interested

Designing Presentations – Your Talk

- Slides help the talk, not the other way around
- Slides are a memory aid, not a speech substitute
- Write out your speech and practice, practice, practice!
- Record your practice if you can
 - You will be amazed at what you actually sound/look like during a speech

Giving Presentations

- People listen with their eyes
 - How you and the slides look is important
- TALK SLOWLY
 - Speak.... Each.... Word
 - Talk Painfully Slowly
- Emotions are Good
 - Move your hands! Vary your tone! Move your body!
 - Excitement and enthusiasm are infectious!

Conclusion – Preparation Pays Off

- Design
 - Tell a short, interesting story that the audience wants to hear
 - Practice, Practice, Practice
 - What's Your Summary Sentence?
- Giving Presentations
 - Looks matter
 - Enthusiasm and Excitement are infectious!