

# Making Presentations



## STUDENT SUCCESS WORKSHOP



# When Making a Presentation . . .



You must know your subject well and convince your audience that they have something to gain from listening to you.

Here are some things you can do to make an effective presentation.



# Be Prepared



- Research your subject to ensure that you are knowledgeable.
- Make sure you can present your information within whatever time limits you will have.
- Anticipate questions you may be asked and prepare answers to these.



# Know Your Audience



- Tailor your presentation to your audience's level of knowledge about the subject you are talking about.
- Present the information that the audience needs to know so they come away with something from your presentation.



# Be Positive



- Make it clear that you are knowledgeable and enthusiastic about your subject.



# Don't Read Your Presentation



- Remember to talk to your audience.
- If necessary, use your notes as prompts for what you want to say.



# Provide Examples



- Try to make your presentation as concrete and “down to earth” as possible.
- Add appropriate narratives and humor to make your point to your audience.

# Use Visual Aids



- Supplement what you say with visual aids such as handouts, charts, transparencies, and slides.
- Make sure that everyone can easily see the visual aids.
- Don't use visual aids that are so complex that the audience will spend its time trying to read them instead of listening to you.
- Remember, visual aids are to supplement what you say.



# Maintain Eye Contact



- Shift your eye contact around the room so that everyone feels that you are talking to them.

# Actively Involve Your Audience



- People can only listen so long without their attention wandering. Making your presentation interesting will help you to capture and keep your audience's attention for a while, but you must do more.
- Build in some simple and quick activities for your audience so that they are actively involved in your presentation. Ask questions that you are confident your audience will be able to answer.

# Use Your Voice Effectively



- Vary the tone of your voice and be careful not to talk too quickly.



# End on a High Note



- Leave your audience feeling upbeat about what they have just heard. They will be more likely to remember the information.

# Using PowerPoint Slides



- Using PowerPoint slides are a great way to add visual interest to your presentation.
- Here are some tips to consider as you use this tool in your presentation.



# Avoid Using Too Much Text on the Slide



- One of the biggest mistakes students make in classroom presentations, is in writing their whole speech on the slides. The slide show is meant to **accompany** your oral presentation.
- Write in the form of jot notes, called bullet points, on slides. Use simple language and limit the number of bullets to three or four per slide. The surrounding space will make it easier to read.

# Limit the Number of Slides



- Too many slides in a presentation will cause you to be rushing to get through them, and your audience might end up paying more attention to the changing slide than to what you are saying.
- On average, one slide per minute is about right in a classroom presentation.

# Slide Layout is Key



- Make your slides easy to follow. Put the title at the top where your audience expects to find it.
- Phrases should read left to right and top to bottom.
- Keep important information near the top of the slide. Keep in mind that the bottom portions of slides may not be seen from the back rows.



# Avoid Fancy Fonts



- Choose a font that is simple and easy to read such as Arial, Times New Roman or Verdana.
- Don't use more than two different fonts – one for headings and another for content.
- Keep all fonts large enough (at least 18 pt and preferably 24 pt) so that people at the back of the room will be able to read them easily.

# Use Contrasting Color for Text and Background

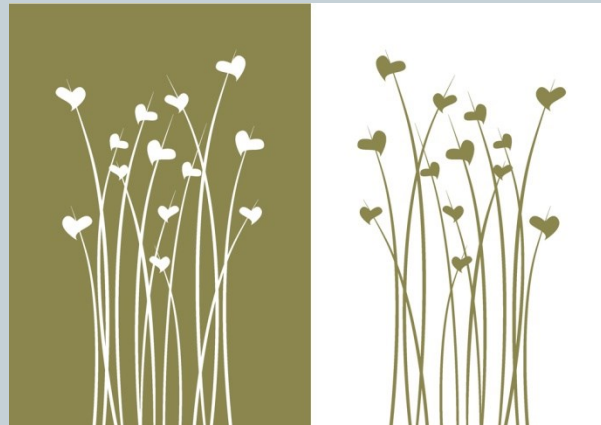


- Dark text on a light background is best. This combination offers the most visibility.
- Text is often difficult to read on patterned or textured backgrounds.
- Keep your color scheme consistent throughout your classroom presentation.

# Try a Slide Design Template



- When you use a design template, choose one that will not detract from your presentation.
- Test your design ahead of time to make sure that the text will be readable and the graphics won't get lost in the background.



# Use Animations Sparingly



- Apply animations to graphics to make a point, not to entertain.
- Using preset animation schemes will apply action to titles and bullet points, keeping the slide show consistent and interesting.
- Remember, the slide show is a visual aid and not the objective of the presentation.

# Finally . . .



- Practice your presentation until you feel comfortable.
- Ask family or friends to serve as your audience so you can get some feedback on your presentation.



# Information retrieved from:



- [www.how-to-study.com](http://www.how-to-study.com)
- [http://presentationsoft.about.com/od/classrooms/tp/student\\_tips.htm](http://presentationsoft.about.com/od/classrooms/tp/student_tips.htm)