

Effective Tips for Successful Presentation

Tip 1. Talk to the Audience. Do NOT read from the Presentation Slides.

Tip 2. Less is More. Do NOT try to say too much!

Tip 3. Talk Slow. Remember that your audience is hearing the material for the first time.

Tip 4. Avoid irrelevant materials.

Tip 5. Be Logical. Think of the presentation as a story. There is a logical flow—a clear beginning, middle, and an end.

Tip 6. Treat your Presentation as an Entertainment to your Audience.

Tip 7. Use effective visuals such as Images, Graphs, Drawings, Flowcharts etc. Grab a One Page Note with you.

Tip 8. Narrow your Topic down and use lively examples.

Tip 9. Organize your material logically.

Tip 10. Write and Edit paying attention to content language, and structure.

Tip 11. Practice and Time your Presentation.

Tip 12. Make the take-home points clear.

Tip 13. Use effective body language and maintain eye contact during your Presentation.

Tip 14. Involve your Audience by asking questions.

Tip 15. Know when to stop. If you run out of time, either drop or briefly summarize any leftover material.