

COMMUNICATION & PRESENTATION SKILLS



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*“Great speakers aren’t born,
they are trained.”*

**Presenting is a Skill...
Developed through training and experience.**



Tips for Making Effective PowerPoint Presentation

Tips for Effective PowerPoint Presentations

Use a consistent and simple slide design template.

Be consistent with font, colors, and background.

Limit punctuation marks.

Do not use all caps except for titles.

Use contrasting colors for text and background.

Cont.

Avoid long sentences.

Include only necessary information.

Avoid abbreviations and acronyms.

Make sure slides are readable. Text and graphical images should be large enough to read, but not so large as to appear “loud.”

Limit the number of slides

Cont.

Avoid overuse of special effects such as animation and sounds.

Have a Plan B in the event of technical difficulties.

Do practice your presentation. Ask for honest feedback about colors, content, and any effects or graphical images you've included.

Do not read from your slides. The content of your slides is for the audience, not for the presenter.

Cont.

Avoid the use of flashy transitions such as text fly-ins.

Do not speak to your slides. Many presenters face the direction of their presentation rather than their audience.

Practice moving forward AND backward within your presentation. Audiences often ask to see the previous screen again.

Use good quality images that reinforce and complement your message.

A modern meeting room with a large window, a long white table, and a black TV mounted on the wall. The room is bright and airy, with a high ceiling and exposed pipes. The window looks out onto a city street with other buildings. The table is set with several small potted plants. The text "General Presentation Tips" is overlaid on the left side of the image.

General Presentation Tips

General Presentation Tips



Plan carefully

Know your
audience

Speak
comfortably
and clearly

Do your
research

Time your
presentation

General Presentation Tips

Check the
spelling and
grammar

Use bullets
points one
by one

Review
important
points

Do not read
the
presentation

Give a brief
overview

General Presentation Tips


Move
around as
you speak

Make an
Eye
contact

Be
confident

Do not
turn your
back on
the
audience

Use polite
tone



The Seven Deadly Sins of PowerPoint Presentations



7 Deadly Sins

Avoid these common “seven deadly sins” of PowerPoint presentations

- Slide Transitions and Sound Effects
- Standard Clipart
- Presentation Templates
- Text-Heavy Slides
- The “Me” Paradigm
- Reading
- Faith in Technology


How to Overcome Nervousness




5 Tips to Overcome Nervousness



Know your Subject
and your Speech




Know your Audience
and your Space




Never Apologize




Imagine yourself giving a
great Presentation



Focus on your message
not on Yourself





Successful presentations
are understandable,
memorable, and emotional.

Carmine Gallo

“ quote fancy



Thank You