



HOW TO PREPARE FOR PRESENTATIONS

CONTENT DEVELOPMENT AND PRACTICING
PRESENTATIONS

ELEMENTS OF A GOOD PRESENTATION

- Be clear about its purpose.
- Prepare.
- Have an attention-getting opening.
- Make the content organized and interesting.
- Be enthusiastic.
- Talk to the audience.
- Have a memorable closing.

PARTS OF PRESENTATION

- The Opening
- The Actual content- “Delivery”
- The Closing

RULES FOR AN EFFECTIVE PRESENTATION

- Clear purpose or objective
- Sufficient, but not too much, information
- Organized
- Meets needs of audience
- For the ear to hear as well as the eye to see
- Stories and examples

The background is a dark blue gradient. In the corners, there are white line-art illustrations of circuit boards or neural networks, with lines connecting to small circles.

THE OPENING

**CRUCIAL, SETS THE TONE AND GRABS THE
AUDIENCE.**

6 WAYS FOR A CAPTIVATING START

1. Preview
2. Ask a question
3. Ask a rhetorical question
4. Pose a hypothetical situation
5. Describe something new or dramatic
6. Make a startling statement

The background is a dark blue gradient with faint, large circular patterns. In the corners, there are white line-art illustrations of circuit boards or neural networks, with lines connecting to small circles.

DELIVERING THE PRESENTATION

THE MAIN PART OF THE SHOW!

POINTS TO REMEMBER WHILE DELIVERING

- Be enthusiastic
- Use body language
- Talk to the audience
- Dress appropriately



THE CLOSING

MAKE IT INTERESTING

6 BEST WAY TO CLOSE A PRESENTATION

1. **Short Summary-** simple, straightforward and effective
2. **The Title Close-** Give a befitting title to your presentation that summarizes the main message
3. **A Call- to- Action –** Make sure you mention them to do the action at the end
4. **A personal Tagline-** A short yet impactful statement about the topic
5. **A quote-** a befitting quotation for the entire presentation
6. **A Final Story-** Leave the audience connected with you

The background is a dark blue gradient. On the left side, there are white circuit-like lines with small circles at various points, resembling a stylized tree or a network diagram. In the center, there are three faint, concentric circles of increasing size, creating a subtle ripple effect.

LET'S START
PREPARING!!!