



Explore | Expand | Enrich

# PRESENTATION SKILLS



## PREPARING PRESENTATION

### 10 TIPS TO PREPARE POWERPOINT PRESENTATION

- PowerPoint presentation - Effective tool
- Helps to create a collection of individual slides
- Business meetings – Statistical analysis
- Schools/colleges – Educates students

There are two possibilities in creating a presentation:

- Good presentation – Presenter and audience
- Not-so-good presentation – Presenter



# PRESENTATION SKILLS



- **Carefully Compose Your Slides** - Look consistent, Audience focused
  - Pick an easy to read font face
  - Select font size for text carefully
  - Decorate scarcely but well
- **Use Consistency** – Font size and face
  - Match the colours



# PRESENTATION SKILLS



- **Use Contrast Colours -**
  - Black text on a white background – Best but boring
  - Use colours responsibly
  - Easy on the eyes – Good contrast in mind
- **Apply Brilliance –**
  - Careful usage of colour – Highlight
  - Too many colours – Weaken colour effect
  - Make a brilliant choice



# PRESENTATION SKILLS



- **KISS** - Keep It Straight and Simple
  - No full sentences in slides
  - Only keywords
  - NOT to read the slides
- **Take Home Message**
  - Always summarize your key point
  - Key message - Summary of your data or story



# PRESENTATION SKILLS



- **Images** - Key elements of every presentation
  - More images, less text
  - Reinforce or complement your message
- **Animations & Media –**
  - Fine line - Comic and a professional impression
  - Powerful tool to visualize
  - Usage –
    - To draw attention
    - Clarify a model



# PRESENTATION SKILLS



- **Target & Content -**
  - Defines content of presentation
  - What does my audience know?
  - What do I need to tell them?
- **Practice –**
  - Enthusiastic and well-practiced talk
  - Know your slides inside out
  - Speak freely
  - Don't speak too fast



# PRESENTATION SKILLS



## USE OF FONTS AND COLORS STRATEGIC PRESENTATION

### Selecting fonts

- Mostly used fonts
  - Serif
    - Tails in end of letter
      - Garamond, Times New Roman
  - Sans-serif
    - Easy to read titles
      - Calibri, Helvetica
  - Script
    - Emulates handwriting
      - Papyrus, Vivaldi





# PRESENTATION SKILLS



## Use of font colors

- Contrast
  - Set in opposition to show difference
- Background and Letters – Contrast each other
- Color combinations to avoid
  - Red & Green
  - Orange & Blue
  - Red & Blue



# PRESENTATION SKILLS



## Strategic presentation – What is it?

- Organized to easy understanding
- Coherent, clear with ideas
- Delivering in most efficient way



# PRESENTATION SKILLS



## **Strategic presentation – What is it?**

- Organized to easy understanding
- Coherent, clear with ideas
- Delivering in most efficient way

## **Building a strategic presentation**

- Conceiving – Audience consideration
- Visualizing – Presentation structure
- Delivering – Content delivery & handling questions



# PRESENTATION SKILLS



## Strategic presentation – Significance

- Organized content
- Hierarchical arrangement
- Informs audience
- Narrates and gains attention



# PRESENTATION SKILLS



## Summary:

- Good presenter – Understands what to tell and phrase
- Important requirement – What is in the presentation
- Having an idea about the presentation – Necessity
- Use of font colors
  - Contrast
- Strategic presentation
- Use of fonts
  - Commonly used fonts
  - Key points of a presentation
- Building a strategic presentation
  - Structure

