



Explore | Expand | Enrich

PRESENTATION SKILLS



USE OF FONTS & COLORS

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 FONTS & COLORS

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

Strategic presentation – What is it?

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



PRESENTATION SKILLS



STRATEGIC PRESENTATION

Highlights of Strategic presentation

- Vision
- Mission
- Objectives
- Strategies
- Action plans



PRESENTATION SKILLS



STRATEGIC PRESENTATION

Building a strategic presentation

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



PRESENTATION SKILLS



STRATEGIC PRESENTATION

Strategic presentation - Significance

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



PRESENTATION SKILLS



SUMMARY

- Use of font colors
 - Contrast
- Strategic presentation
- Use of fonts
 - Commonly used fonts
 - Key points of a presentation
- Building a strategic presentation
 - Structure

