

# POWERFUL PRESENTATIONS

## COMMON MISTAKES



Being stiff and robotic

*Take deep breaths and be yourself.*



Not making eye contact

*Don't be afraid to look into their eyes*



Lecturing instead of engaging

*Invite participation when appropriate*



Not rehearsing

*Always rehearse the entire presentation beforehand!*



Not setting up tools/tech

*Set up early and check for functionality*



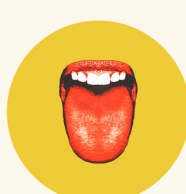
Losing focus

*Stick to your main idea, don't lose focus or get distracted*



Ignoring timing

*Stick to your designated timing.  
Watch the clock.*



# POWERFUL PRESENTATIONS

## LANGUAGE GUIDE

### Intro

Thanks for taking the time to meet with me!  
I would like to start by...  
Let me say a few words about...  
First, I will talk about...

### Conclusion

To wrap things up,  
In conclusion...  
As you can see...  
To sum up, ...  
In conclusion, you can see that...  
Thank you for listening.  
Thank you for your time / attention /  
participation.



# POWERFUL PRESENTATIONS

## LANGUAGE GUIDE

### Transitions

Let's begin with...

Moving on to...

Let's move on to...

My next point deals with...

I'd just like to highlight...

This leads me to my next point...

And last but not least...

Now let's take a look at ...

As I mentioned before...

As we saw earlier...

I'll return to this point later.

We'll get back to this.

Anyway,

As I was saying,

And finally

Last but not least,

### Side Notes (Digressions)

Which, by the way...

And I just want to mention here...

I can't help but mention that...

Let me take a moment to go into that further.

I'd like to expand on that quickly.



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## LANGUAGE GUIDE

### Giving Background Info

To fill you in on \_\_\_\_ ,

Keep in mind that...

Take into account that...

But before we go into this, let me say that...

Let me preface this by saying...

To be fair...

To understand this, it's important to  
remember...

### Giving Examples

For instance...

Consider ...

A good example of this would be...

Take \_ for example.

Let's look at an example.

### Referring to visuals

Here you can see...

As you can see here...

As the (slide/chart/graph) shows...



# POWERFUL PRESENTATIONS

## LANGUAGE GUIDE

### Check for Understanding

Does that make sense?

Are you with me so far?

Any questions up to this point?

Was that clear to everyone?

### Clarifying

In other words,

What I mean is,

To put it another way...

Think of it this way...

Let me rephrase that.

### Invite Questions

Does anyone have any questions or comments?

We have some time for questions now.

Can I answer any questions?

I'll take some questions now.

Is anything unclear?

Is there anything you'd like us to review / go over in depth?

