Presentation Tips & Techniques

- Don't write paragraphs – bulletize your key messages ("KISS Model")

- Stay away from notecard – practice what you're going to say

- Depending on your audience and scope - Keep each slide between 1-2 minutes

- Project confidence – If you don't believe it, why should others?

- If you made a mistake, don't worry. Correct it and move on. (No one is perfect!)

- Depending on the circumstances, don't make the $ too specific (Rounding it)

- For team presentations, try not to go back and forth too often with the same people

- Help each other during presentation

Practice! Practice! Practice!

Yi-Sen An
Dept of Computer Information Systems

robinson.gsu.edu

GeorgiaState University | J. MACK ROBINSON COLLEGE OF BUSINESS