

10 Tips for Effective Presentations



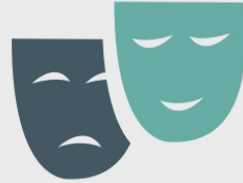
Determine the purpose of the presentation.

Use key ideas to draft an outline.



Know your audience.

Shape your message to connect with them.



Tell a story.

Stories connect better with people than hard data.



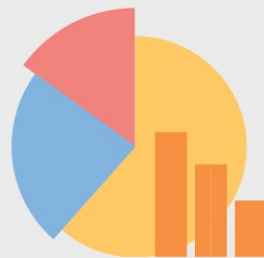
Correct errors.

Spellcheck your slides and proofread them carefully.



Convey one main message per slide.

Chunk information to avoid overwhelming your audience.



Use visuals.

We are wired to connect with and remember visuals better.



Avoid "Death by PowerPoint".

Don't read your slides. Practice speaking to the slides instead. Ask questions to engage your audience.



Develop your presentation skills.

Learn by watching good presenters both in-person and online.



Summarize key points.

Provide main takeaways and articulate a clear call to action.



Ask for questions.

Thank your audience for asking. Keep responses brief and concise.