Good day Sir,

On my business presentation these are the principles to be observed before, during, and after the presentation.

Before: Review your slides if there are some corrections, make sure to correct them. Review attendee list, have a sense of their background if the information is available. Do a venue and facility check the day before the presentation.

During: Dress respectfully, be early on the day of your presentation. Always start on time, give the attendees the signal that you will start soon. Do not acknowledge the late comer’s. try to find a logical break, good to have a coffee/drinks and snacks available anytime. Avoid mid-morning or mid-afternoon break that last 30min. or longer.

After: List down errors and share comments on elements that need to be improved/updated. Distribute the evaluation form ask for improvement suggestions. Learn from the evaluation of the presenter, do not take them personally (both good and bad).

Good day Sir,

My business presentation principle to be observed before, during, and after the presentation are as follows. First before the presentation I have planned my business presentation to be prepared and have a confident to present my work to my client. I’ve studied and analyzed my work to understand and explain it well during my business presentation. Second, during my presentation I’ve prepared and ready all my needs to avoid distraction and postponed my presentation. I’ve checked all my requirements if I have an error and mistakes to avoid breakdown of my presentation. Lastly, after my presentation I’ve opened to answer some question in the part that they don’t understand. I’ve asked the client to evaluate my presentation if it the outcome of my presentation good or bad.

Good day Sir,

My business presentation principle to be observed before, during, and after the presentation are as follows. Before the presentation I will review all the slide and prepare all the materials needed for the discussion. Before the day of my presentation I will make sure that all my things secured and ready for the incoming presentation so that I will not be panic and make my self be prepared. Second, during the discussion I will ready all the materials to avoid distraction as well as if there is a correction I will take down all the correction from the group. During the presentation make sure that you calm and always look at the forehead of the panels also clarify all the correction from the group. Lastly before I live the area make sure I well clean the area and always say thank you and ask if my presentation is good or bad.