

# Presentation tips

Team name: eMotionLess

1. Address presentation to the audience and understand their expectations.
2. You can introduce yourself to get more credibility.
3. Use only the lowest necessary number of words.
4. Show that you have done some real work, and that you know what you are talking about.
5. Always keep the main goal of the presentation in mind and don't stray from it.
6. Present to colleagues or an empty room, to see how the presentation goes and rebuild it if it is needed.
7. Build new knowledge, based on old one, so it is easier for the audience to understand and take in the information.
8. Presentation is just a tool to present the content.
9. You can use animations and empty slides could capture attention, but it needs to be used wisely.
10. Table of content helps the audience orientate.
11. In results/conclusions, repeat and make emphasis on main points.
12. 1-2 minutes per slide, so that it is meaningful and not too boring.
13. One line, one point. You can make the text longer at first, and then shorten it.
14. Add date, organization, names, slide numbers in the footer.
15. Having extra slides for foreseen questions could leave a great impression.