

How to Make a Presentation

A presentation is the process of presenting a topic to the public. It is usually a presentation, introduction, lecture, or speech intended to inform, persuade, inspire, motivate, build goodwill or present a new idea or product. The term can also be used to present a formal or ritual offer, as is the case with a rookie show.

Guidelines for Preparing Effective Presentations

1. Before the Presentation

❖ Organizing content

- Make sure the audience is away by understanding the following:
 - The problem and why is a problem
 - What was done about the problem
 - What you do (or do) about the problem
 - The value your policy provides

Next steps are:

- Describe the problem clearly enough for the audience to estimate the value of your contribution.
- Make your contribution clearly.
- Point your presentation to an audience that is unfamiliar with your field of research so you can communicate the importance of your work, rather than just producing results.
- Provide references and your contact information.

Preparing effective displays

- Make it simple so you don't get distracted from your search.
- Use a score of at least 24 points.
- Do not use a copy of the standard printed page as a display.
- Summarize your key points.
- Define your material with eight lines for each slide.
- Tables should be limited to four rows / columns.
- View large tables like charts.
- Avoid many curves on a graphical screen.
- Label the charts clearly with a large readable type.
- Use easy-to-read fonts like Arial.
- Use light letters (for example, yellow or white) against a dark background (for example, dark blue) when displaying your materials on an LCD monitor.
- Use equations in moderation and focus on what your results mean.
- Maintain a large margin on all sides of your slide.
- Select the journal when submitting references.
- Preview your presentation.

Timing your talk

- Present one slide per minute.
- Talk at a pace that everybody in the audience can understand.
- Budget your time to take a minute or two less than your maximum allotment.
- Practice your talk.

2. The Presentation

- Check to make sure the microphone works before you begin.
- Be sure everyone in the room can see your material.
- Don't apologize for your displays (create them properly in the first place).
- Don't apologize for incomplete results.

3. After the show

- Thanks to the public for their interest.
- Gather materials and rush to allow the next presenter to prepare.
- Continue the whole session, and then, be available for people to ask you questions.

How can you make a good presentation even more effective?

1. Show your Passion and Connect with your Audience.
2. Focus on your Audience's Needs.
3. Keep it Simple: Concentrate on your Core Message.

4. Smile and Make Eye Contact with your Audience

5. Start Strongly

6. Remember the 10-20-30 Rule for Slideshows

- Contain no more than 10 slides;
- Last no more than 20 minutes; and
- Use a font size of no less than 30 point.

7. Tell Stories

8. Use your Voice Effectively

9. Use your Body Too

10. Relax, Breathe and Enjoy

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