Delivering an Effective Presentation

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People remember:

10%
of what they **HEAR**
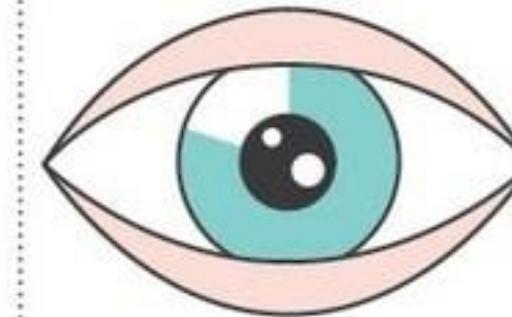
20%
of what they **READ**
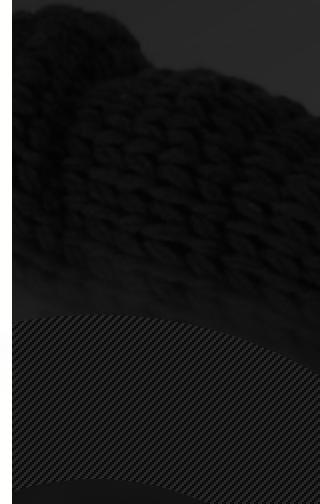
80%
of what they **SEE and DO**

Target Your Presentation Content

Keep Your Audience in Mind. In compiling your PowerPoint presentation, ask yourself these questions:

- What does my audience know?

- What do I need to tell them?

- What do they expect?

- What will be interesting to them?

- What can I teach them?

- What will keep them focused?

Note: Nothing matters more than your audience's attention.

Practice Your Presentation Like a Professional

A well practiced and enthusiastic talk will help you convince your audience and keep their attention. Here are some key points that define a good talk:

- Know your slides inside out.

- Speak freely.

- Speak with confidence---loud and clear.

- Speak at a steady pace, better too slow than too fast.

- Keep eye contact with your audience.

PowerPoint Slide Design

CAREFULLY COMPOSE YOUR SLIDES

- Don't copy and paste slides from different sources.

- Have a consistent look.

- Help your audience focus on the essential (your speech and the key facts you're highlighting).

- Adds visuals that compliments your messages

KISS THE TEXT ON YOUR SLIDES

- **K**eep **I**t **S**traight and **S**imple. That means.

- Keywords only on your slides.

- Absolutely no full sentences!

- **NEVER READ YOUR SLIDES**, talk freely.
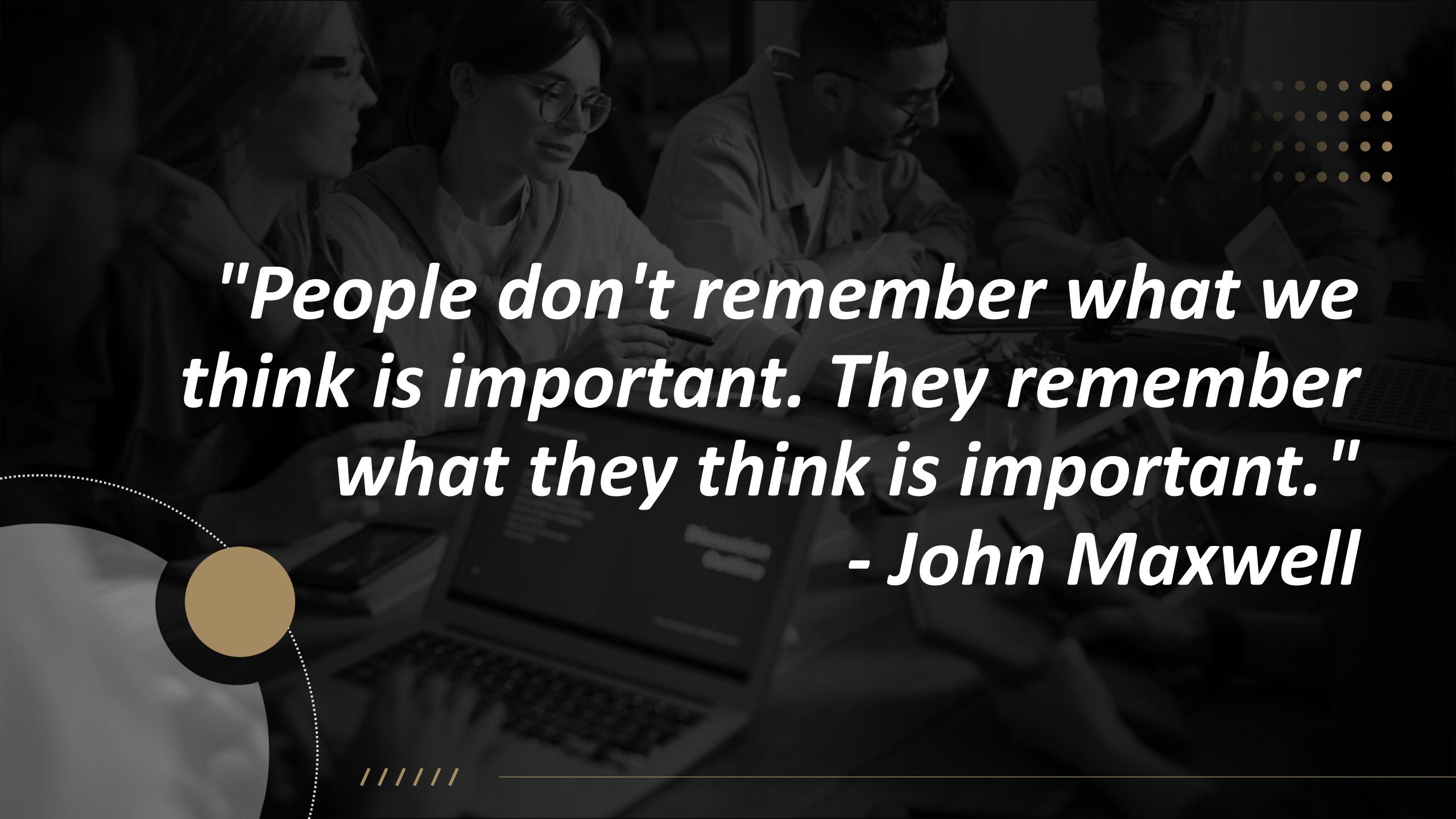
Take Home Message

- **Always summarize your key point in a *Take Home Message*.** What your audience learned or remembered?

- **The *Take Home Message* is your key message, a summary of your data or story.** Make sure that what you think is key, really matters to your audience.

- **Make your *Take Home Message* memorable.** Make your Take Home Message stand out (visually or verbally).

Useful Phrases for Presentation
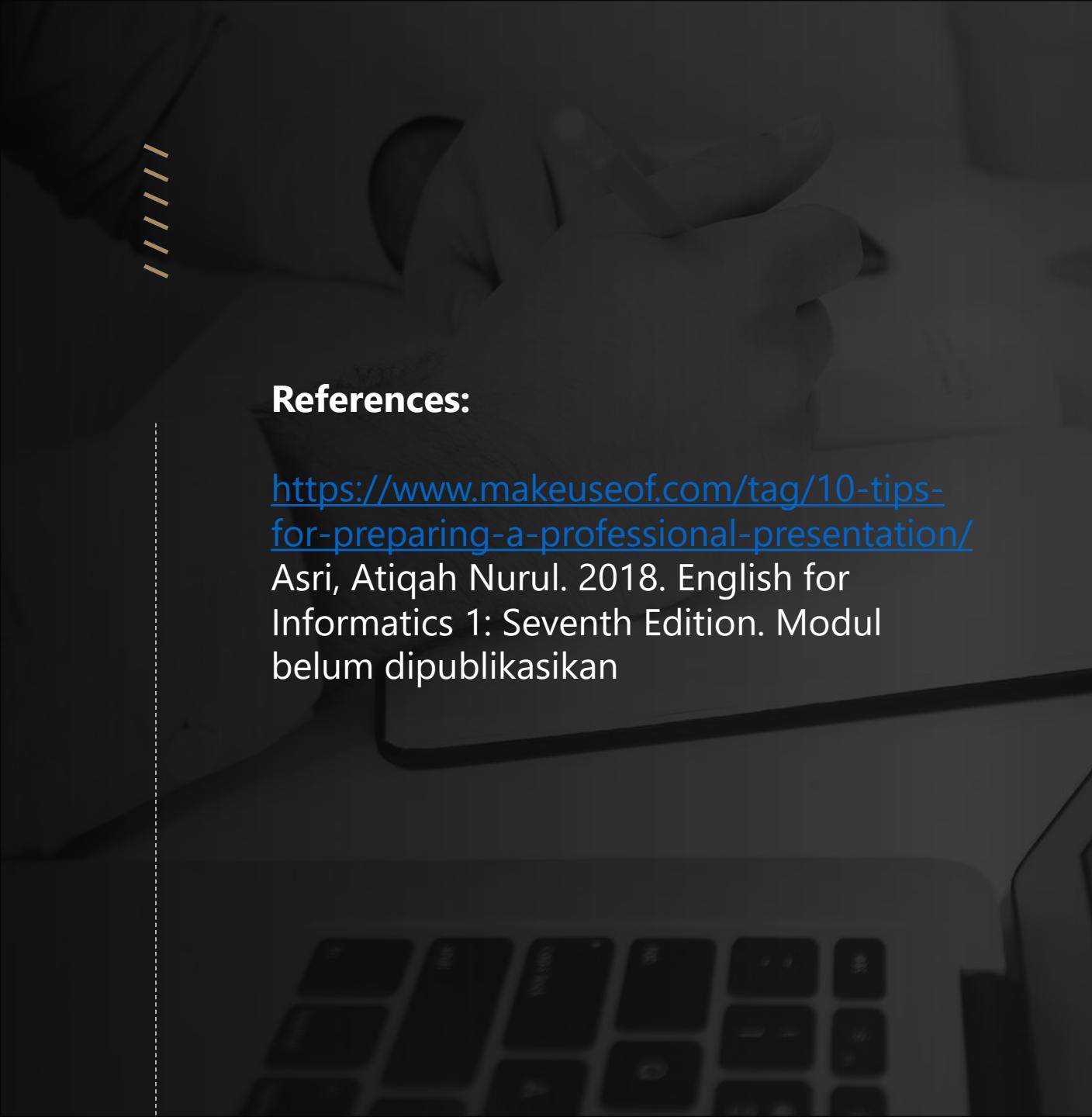
Useful Phrases for Presentation	
Starting the presentation	**Explaining the purpose**
• Good morning/good afternoon ladies and gentlemen. • The subject of my presentation today is … • What I'm going to talk about today is …	• The purpose of this presentation is … • My objective is to … • My main aim today is to …
Stating the main points	**Introducing the first point**
• The main points I will be talking about today are firstly …, secondly …., next …., finally, we're going to look at…	• Let's start/begin with … • I'd like to start by ….
Showing visuals	**Moving on to the next point**
• I'd like to illustrate this by showing you …	• Now let's move on to …
Referring to an earlier point	**Summarizing**
• Let me go back to what I said earlier about …	• I'd like to recap the main points of my presentation. First I covered …, then we talked about … and finally we looked at … • I'd now like to sum up the main points, which were …

Conclusion Inviting	**Questions**
• I'm going to conclude by … saying that / inviting you to / quoting … • In conclusion, let me leave you with this thought / invite you to …	• Finally, I'll be happy to answer your questions. • Now I'd like to invite any questions you might have. • Do you have any questions?

"People don't remember what we think is important. They remember what they think is important." - John Maxwell

References:

https://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/
Asri, Atiqah Nurul. 2018. English for Informatics 1: Seventh Edition. Modul belum dipublikasikan

Thank You

Does anyone have any questions?

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