

How to do and present Power point Presentation

- **Reasons for presentation:**

- **Inform**
- **instruct**
- **Persuade**
- **Inspire**
- **Describe**
- **Explain**
- **Convince**
- **Entertain**

- **Structure of a presentation:**

- **10% introduction**
- **80% body**
- **10% summery and closing.**

1. **Start with Objective of the presentation**

- **Objectives are the key things your Audience will be able to do as a result of your presentation**
- **Objectives should be clear, concise and measurable.**

2. **Then introduction which includes:**

- **Referring to the unusual**
- **Ask a theoretical question. What if?**
- **Use a vivid image- if possible**
- **Refer to something familiar to the Audience.**

3. **Main presentation Body:**

- **Arrange the presentation into 3-5 Major points**
- **Use font size min. 24 up to 40**
- **Decide the time for each**
- **Decide where you need visual aids**
- **Summarize before moving to next point**

4. **Summery and closing:**

- **Review main points**
- **Don't give new information**
- **Leave the Audience with a key benefit-create the lasting impression**
- **POOR closing can ruin an excellent presentation-(TAKE CARE)**

● **Content:**

▪ **When doing the Presentation content you must think about:**

- **Over all aim of presentation**
- **Ideas of content**
- **Brain storm and mind mapping**
- **Supporting information**
- **What questions I might get**

● **Power point presentation Tips:**

- **Ensure plenty of time to set equipment(projector) prior to presentation**
- **Ensure to know how to use it correctly, i.e. sleep button , freeze the screen to jump between slides**
- **Pressing “B” blacks the screen and “W” make it white.**
- **Ensure you have a paper copy of your slides as a part of your notes so that you know what comes next. IMPORTANT.**
- **Special effects with text and sound can add impact.**
- **Don't use too many special effects-they can be irritating**
- **Always have backup paper copies of you slides fpr participants and/or put them on acetates too, that way you have alternatives if the equipment fails.**
- **Practice thoroughly with the power point presentation before using it.**

● **Using your Voice:**

- **Speak clearly, to the back of the room(if they can't hear /understand you, they will switch off)**
- **Speak loudly enough for every one to hear you, but without shouting**
- **Try to relax and speak at your normal pitch-but vary it for effect**

- Vary the pace of your voice at times- quicker to show enthusiasm for a particular point, and slow down to emphasize some words/phrases.
 - **TAKE CARE to be PRECISE with your pronunciation**
 - Pronounce words correctly and clearly
 - Don't miss letters or slur words
- **Body Language:**
 - Dress appropriately
 - ALWAYS Stand firmly with two feet on floor
 - Use props to help you if nervous i.e. prompt Cards
 - It is not just what you say, it is the way you say it ...
 - **Eyes:**
 - Look at the Audience not the floor or back wall !!
 - Avoid as much as you can reading your notes
 - Scan the audience
 - Avoid fixing a stare on one person
 - Keep an eye on time
- **Personal impact:**
 - Be yourself
 - Use your unique personality
 - What's the worst that could happen !!!
 - At the end smile and thank your Audience
 - Remain standing for a moment, avoid looking desperate to escape , even if you are.
 - Act like you believe in your self and others will believe in you
- **Handling Questions:**
 - Let you audience know in the very beginning when you want to receive questions
 - Make sure you fully understand the question otherwise donot hesitate to ask for clarification again(if it happens and you have no answer, simply say ,I am sorry I have no answer)
 - Don't bluff answers
 - Always remain in control

- **Some Useful Tips:**

- **Reduce the amount of words on the slides. Just put a few words about each topic to help you remember what to talk about.**
- **Pictures are nice to keep people interested.**
- **Use animation in an appropriate way, how to use animations. Just be careful not to use too many.**
- **Having the different bullet points fade in one by one keeps people focused on what you are currently talking about and doesn't let them read ahead.**
- **Start the conclusions on a separate slide; don't start them at the bottom of another section.**
- **Put the Group Names on the title slide. This is a good idea to help people remember your names.**

REMEMBER:

Don't let fear prevent you from giving a good presentation, so practice.., practice.