

Tips for your PowerPoint Presentation:

Preparing

1. How much **time** have you got? -Consider your time – don't give it away, but allow for questions. Count **2 minutes** presenting time **per slide** (i.e. 15 slides → 30 minutes!!).
2. Follow the principle:
 - tell the audience what you are going to tell them
 - tell them
 - when you finish tell them what you have told them
3. **BEGIN** your presentation
 - By getting ATTENTION: with -a story "..."
 - a question "?"
 - an interesting statistic "1,2,3"
 - - or a quote "... " → to introduce your idea/theme to your listener.
4. In the **MAIN PART** pass information, facts and figures, examples, etc. – keep it short and simple, but not too simple:

Visualize:

 - Use keywords and pictures rather than whole sentences. Show an image (A picture is worth a 1000 words!).
 - A picture could also be a graph representing numbers you compare.
 - Show a text, when you quote: "... " -Mark with bullet points, when you list things, when you go through related points...
 - Present a chart, when you want to show a relationship of numbers
5. **Do not overload** your slides.
6. Mark the **END**. – restate your message, summarize key points, end with a call to action, an image, a question?
7. Check fonts and fonts sizes in relation to slide and positioning of the text.
8. Check the colors – some colors look different through the beamer on the wall. Don't use colors together which do not contrast enough.
9. Make sure, someone, who does not know the content of your work and has a fresh eye for it, reads your slides to check for mistakes and typos.

Rehearsing

1. **Prepare note cards** for your talk.

Do not try to memorize your text! Many a people freeze up and forget what comes next (even Winston Churchill forgot his text that way!!) -You only forget one word and oops -try again! ;-)-It helps though, to **memorize the opening and closing**.

Use cards, on which you note your main points or ways to bridge you over to the next slide like a question “?”, a quote “...”, whatever helps you to connect your themes.

2. In case of too much text on a slide, try not to present it all at once, but **blend in** one topic after the other.
3. Record, when you rehearse your presentation and listen to possible throat clearing, ahums, repeated fillers etc. -they should be **avoided**.
4. Remember: You need **about 2 minutes per slide!** Think of it, when you prepare and rehearse!

Presenting

1. **Familiarize** yourself with the room where you present -make sure, everything is set up in time, check technical equipment.
2. Look **directly** at your audience when you start and finish – it will make a strong, positive impression - Find some friendly faces and maintain eye contact throughout the presentation it will help your **confidence**.
3. Grab **attention** immediately: You can start by telling a story, asking a question, with a little anecdote (careful with jokes!), dramatic statistics or a video/music. A good opening sparks interests and sets expectations.
4. **It's your topic!** You are the best person to be speaking on it... -Thus: Give your audience a reason to **listen**, and build up your credibility! Stay authentic, **identify** with your presentation. Use your own words, you know what you are talking about! It is **your** study case you are presenting, **you are the expert!!!**
5. **Don't lecture** non-stop. Let the audience participate through questions, exercises, a little quiz, and invite their ideas. It will keep your listeners more interested and will take the pressure off you. (Take this in account especially for longer presentations!!!)
6. **Guide:** help your audience to follow and remember what you're saying. Focus listening by using phrases as: “The most important thing to remember is...” and “The point is,”. You can also number your points as in “I'll be offering three ideas, the first one is...”
7. **Pause** at the end of a sentence or when you want to stress a point: Give the audience time to digest your information. That way you emphasize your point and your message will be a lot stronger to be taken in.
8. **Closing:** the last thing your audience hears will most likely be remembered. – Keep that in mind and close with a **strong message**. Review your main points, make recommendations, provide options. - **Motivate** the audience to give you feedback – maybe to ask a question, help with a conclusion, etc ...

A lot of information is out on presenting, some sites that helped to compile this guide and you might find useful for your presentation are:

<http://top7business.com/?id=883>

http://www.cob.sjsu.edu/splane_m/presentationtips.htm

<http://www.garreynolds.com/preso-tips/prepare/>

Good luck on presenting your topic!