

Presentation Technique



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Overview

- Thinking about presentation
- Plan your talk
- Presentation tricks
- PowerPoint presentation awareness
- Working with PowerPoint
- Make your presentation look good



Thinking about Presentation

- Knowing your subject
- Knowing your audients and their expectation
- Structure your presentation
- Practice make perfect
- Be prepared!



Plan your talk - Timing

- Before Presentation
 - Prepare Script and equipment
- Start Presentation
 - Introduce yourself
 - Show your presentation outline and introduction



Plan your talk - Timing

- Middle Presentation
 - Check your time and adjust
- Ending your Presentation
 - Conclude your talk (brief but clear)



Presentation tricks

- Don't try to read
- Don't try to remember long sentences
- Don't sway
- Eye contact with everyone
- Speak clearly and not too fast
- Be yourself



PowerPoint Presentation Awareness

- Bullet point and short sentence
- Quantity of material per slide
- Font size at least 24 and only 2 text typefaces
- Simple background and color
- Be consistent
- Don't overuse abbreviations



Make the presentation look good!

- More interesting
 - Slide transition, voice and picture
 - Not too interesting (Distract your presentation)
- More understandable
 - Related to the subject
 - Picture
 - Animation



Conclusion

- How to prepare for the presentation
- Presentation tricks
- PowerPoint Awareness