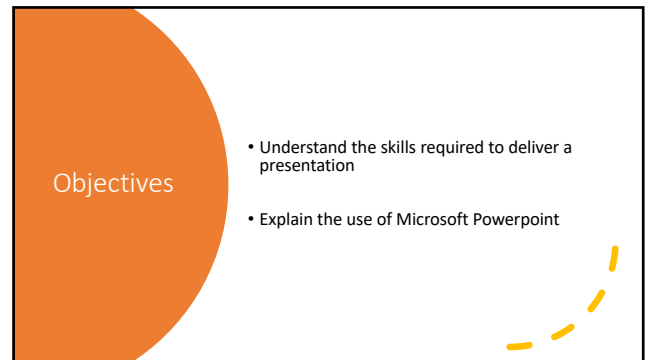
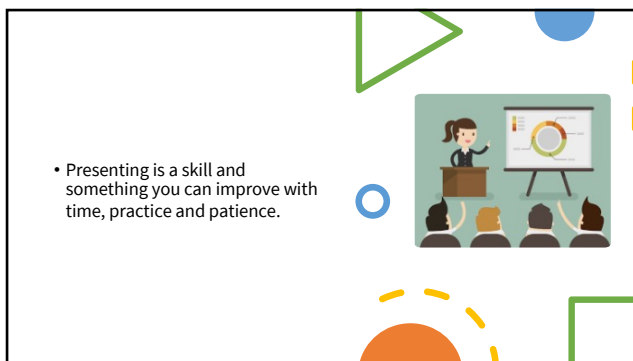




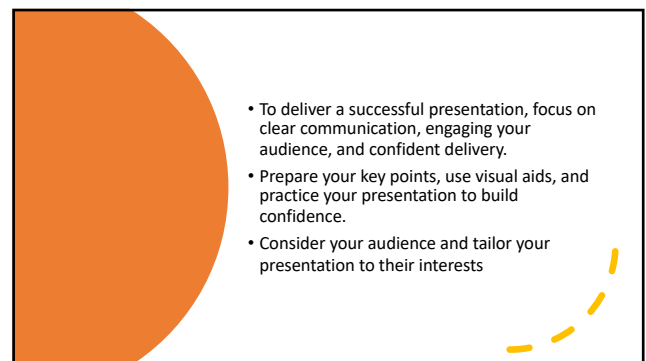
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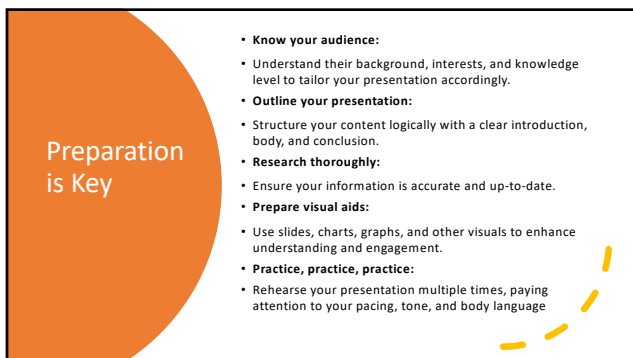
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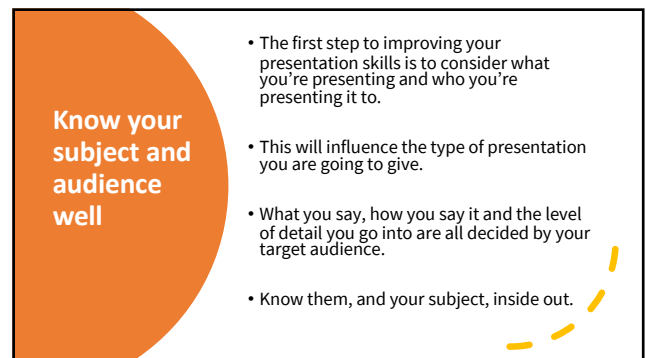
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6

Take your time

- One of the biggest mistakes people make when delivering their presentation is that they speak too quickly or quietly.
- Speaking more slowly shows confidence in both yourself and the subject you're talking about.
- If you speak too quickly, people will find it hard to understand you.
- It's also important to make sure that your voice is loud and clear (known as projecting your voice).
- This allows everyone, from the front to the back of the room, to still hear you.

7

Use open, friendly body language

- Improve your presentation skills with open and friendly body language.
- Do not stand at the front of the room and cross your arms or keep your hands in your pockets.
- One way to include come across as more friendly is using gestures to keep your audience engaged. You can use your hands if referring to something that is big or small, or direct your audience and point to your slides if there is something you want them to see.
- If you have a lot of room to move, consider moving around to create visual interest.

8

Practice, practice, practice

- Practicing alone in front of a mirror can help you identify what you're doing well and what needs improving.
- Consider recording audio of your presentation to give you an idea of how long the presentation is, or if some sections need changing.

9

Keep it engaging and structured

- You may have a great idea for a presentation, but unless you present it in an engaging, exciting way, people will be less likely to listen to you.
- Think about how you're going to deliver your information. Do you have any stories to share? A video or images? A joke or two can help relax your audience and keep them interested.
- A good presentation is well-paced, moving forwards before the audience loses interest. Make sure you ensure each section does not run for too long.

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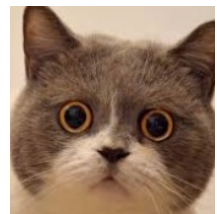
Keep your presentation slides simple

- While not essential, supporting slides can help reinforce your points, giving audience members a visual summary of what you're talking about.
- However, too much information on a slide can prove distracting, or even discourage people from looking at it. Don't fall into the trap of sharing your entire script on your slides.
- When designing slides to accompany your presentation, stick to bullet points that cover what is being discussed. Visual aids, like pictures, can help you reinforce a point you are making.

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Make eye contact with your audience

- One way to help keep your audience engaged and invested in what you're saying is to connect with them on a personal level.
- Something as simple as eye contact shows you are engaged and talking to *them*, not the wall at the back of the room.
- When the people you're speaking to see that you're noticing them, they will pay more attention to what you're saying.
- If this makes you uncomfortable, remember that you don't have to maintain eye contact for too long!



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Types of presentation

- **Visual Style:** Heavy use of images on slides to get your point across.
- **Freeform Style:** Use of stories and a loose structure. Good for shorter presentations.
- **Instructor Style:** An approach used by university lecturers. You have the information; you are imparting it to your audience.
- **Coach Style:** Energetic and inspirational, used when trying to get across what an idea is, rather than how the idea might happen.
- **Storytelling Style:** Use of examples and personal anecdotes (things that have happened to you) to emotionally connect with your audience.
- **Connector Style:** Connect with your audience by showing how similar you are to them. Good when you feel you're learning and growing with your audience, or presenting to your peers at work or university.

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Delivery Matters:

- **Start strong:** Grab the audience's attention with a compelling opening, like a question, statistic, or anecdote.
- **Speak clearly and confidently:** Project your voice, speak at a comfortable pace, and maintain eye contact with your audience.
- **Use your voice effectively:** Vary your tone and pace to keep the audience engaged.
- **Use positive body language:** Maintain good posture, use natural gestures, and smile.
- **Engage your audience:** Ask questions, incorporate visuals, and allow for interaction.

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- **Keep it simple:** Avoid jargon and use clear, concise language.
- **Tell stories:** Use examples and anecdotes to illustrate your points and make your presentation more relatable.
- **Be enthusiastic:** Your passion for the topic will be contagious.
- **Be prepared for questions:** Anticipate potential questions and have answers ready.
- **Wrap up strong:** Summarize your main points and thank the audience for their attention.

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How to create a Powerpoint

- To create and deliver a PowerPoint presentation, start by opening a blank presentation or using a template, then add slides, content, visuals, and transitions



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Creating a Presentation:

- **Open PowerPoint:** Open the application and select "New" to create a presentation from scratch or choose from a variety of templates.
- **Add Slides:** Use the "Home" tab to add new slides, selecting a layout that suits your content.
- **Add Content:** Fill your slides with text, images, charts, and other multimedia elements.
- **Choose a Design:** Select a theme from the "Design" tab to apply a consistent design to your slides.
- **Add Visuals:** Use high-quality images, charts, and graphs to enhance your presentation and support your message.
- **Add Animations and Transitions:** Use transitions to move between slides and animations to add emphasis to specific elements.
- **Save Your Presentation:** Save your presentation as a .pptx file on your computer or cloud storage.

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Effective Presentation Tips:

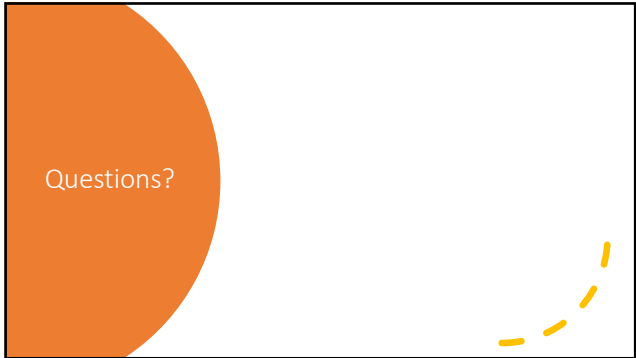
- **Keep Slides Concise:** Limit text on each slide, using key phrases or bullet points instead of full sentences.
- **Use Visuals Effectively:** Don't overload slides with visuals; use them to support your content and make it more engaging.
- **Practice:** Rehearse your presentation to ensure you're comfortable with the content and delivery.
- **Consider Audience:** Adjust your presentation based on your audience's knowledge and interests.
- **Check for Errors:** Proofread your slides for spelling and grammar errors.

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Delivering Your Presentation:

- **Start the Slide Show:** On the "Slide Show" tab, click "From Beginning" or "From Current Slide" to start your presentation.
- **Use the Notes Pane:** Add speaker notes to help guide you through your presentation.
- **Engage with Your Audience:** Make eye contact, use a natural speaking pace, and encourage questions.
- **Use Transition and Animation Effects:** Use transitions and animations to add visual appeal to your presentation.

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Questions?

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