HOW DO I... GIVE A GREAT PRESENTATION?

How do you convey your idea to others? With a great presentation! This guide explains the steps to create a compelling, concise and creative presentation that engages your audience and leaves them with a thorough understanding of your idea. It takes time and effort to craft a skilled presentation, so plan ahead!

WHAT YOU NEED

AN IDEA

PERSISTANCE

A FRIEND
To help you practice

TECHNOLOGY
Computer, projector, etc

BENEFITS

Inspire Others

Gather Support

Gain Confidence

GETTING STARTED

1 WHAT DO YOU WANT TO SHARE? Determine the scope of your presentation, considering your audience, venue and time limit. Are you providing an overview of a new idea or concept or an in-depth look?

2 CHOOSE THE RIGHT PROGRAM. Microsoft PowerPoint is standard, and Adobe InDesign allows for greater creativity. Prezi is online software for dynamic slides, with free and pay options.

3 STORYBOARD YOUR PRESENTATION. Create a diagram of each slide, showing what you want to say and noting where pictures or diagrams will go. Include an early slide of goals to orient your audience.

4 WRITE AND EDIT. Allow plenty of time to refine your presentation. Be brief but clear, use great images, and anticipate the audience's mental questions. End by reemphasizing main takeaways.

5 PRACTICE, PRACTICE, PRACTICE! Presenters who practice become orators. Those who don't can put people to sleep. Great presenters change tempo, tone and gestures to emphasize points and capture the audience. They show their passion!

TIPS & FAQS

✓ **Use great images.** Dynamic, high contrast, clear images work best. Simple, crisp diagrams can better convey an idea than a page of text. Only overlay text on an image if both remain readable.

✓ **Text sparingly.** Share info verbally or with text, not both (no reading off slides!). Use bullet points, not long sentences.

✓ **Blank space is your friend.** Leave plenty of blank space around text to give eyes a chance to rest. In that same vein, simplicity is best when it comes to fonts and colors.

✓ **Know your medium.** Light grays and fine lines don't show up well if the room isn't perfectly dark or the screen not flat and smooth. Images should feature strong colors and linework. Dark background with light text lessens eye strain in dark rooms.

✓ **High quality delivery.** Use relevant jokes and make eye contact to engage your audience. Keep practicing!

✓ **Check your tech.** Show up early to set up and test your computer, projector, extension cord, clicker, etc.

RESOURCES

Be Yoda. Nancy Duarte tells you how in "The secret structure of great talks." http://www.ted.com/talks/nancy_duarte_the_secret_structure_of_great_talks

Here's "How to create presentations that don't suck," courtesy of Melanie Pinola. http://lifehacker.com/5810271/how-to-create-presentations-that-dont-suck