How to prepare for a presentation

Practical advice on creating memorable presentations
Introduction

What we will cover in today’s lesson:

● Effective presentation design
● Make your presentation memorable
● Rehearsing and practicing your delivery
Watch Video
1 - Components of effective presentation design

- Check the assignment question to find out what is expected
- Choose a font size and style that the audience can read from a distance
- Check spelling and grammar
Fonts and backgrounds

Yellow text on a white background is difficult to read.

But, if you put a darker color behind it, you can read it.

Bright colors with little contrast don't read well either.

Text reads better when the background color is high in contrast.

source: ucce.ucdavis.edu/files/filelibrary/5401/9968.ppt [accessed 1/8/06]
For example:

- Not just function, but also **design**
- Not just argument, but also **story**.
- Not just accumulation, but also **meaning**.
- Not just seriousness, but also **play**.
- Not just logic but also **empathy**.
- Not just focus but also **symphony**.
Keep it simple
Use images to enhance meaning

Remember these six aptitudes:

- Not just function but also DESIGN
- Not just argument but also STORY
- Not just focus but also SYMPHONY
- Not just logic but also EMPATHY
- Not just seriousness but also PLAY
- Not just accumulation but also MEANING
Use images to get the point across with fewer words

Bitesized Study Skills

Blogs are like sharks

- A shark must keep moving or die.
- A blog must be regularly updated or it too will die.
- How often should you update your blog?
- Some successful blogs are updated once a week, others several times a day.
- The key is to be consistent.
2 - Make your presentation memorable

Think, pair, share: How do you make your presentation?
Know your audience

- Who are they?
  - lecturer
  - Students
  - boss/colleagues

- What are their
  - expectations?
  - knowledge level?
  - interests?
Know your purpose

- Inform
- Educate or teach a skill
- Persuade
- Inspire
- Entertain
Make your presentation memorable

- Give examples
  - Tell a story about your own experience or someone else’s experience.
  - Ask the audience about their own experiences
- Involve the audience with activities or exercises
- Repeat difficult to understand information
Make your presentation memorable

- Include an introduction and a summary
- Use images
- Use stories
- Keep it simple
3 - Rehearse and practice your delivery
Watch
Video

Discuss:
How can this speaker improve his delivery?
Rehearse and practice your delivery

Posture and movement

- Project energy
- Watch your posture – stand tall, expand your chest
- Facial expressions – smile
Watch Video
Rehearse and practice your delivery

Voice check

- Don’t stay at the same volume. Increase, decrease it
- Change your pitch to emphasize important phrases
- Vary your pace and pauses
- Put some feeling

Complete exercise 3 with a partner.
Remember:

- Brainstorm potential questions and prepare answers for them.
- Rehearse a maximum of 3 times. Leave room for spontaneity.
- Know that the audience want you to succeed.
- Focus on the positive faces.
- It’s all about the audience, not you. Focus on making their time worth it.
- It is okay to be nervous. It gets easier once you get started.

Complete exercise 4.
References

