

10 Tips for Great Presentations

1. Practice Your Presentation
 - a. So you don't have to look at the slides
 - b. So you are not surprised by something on the slide
 - c. So you can present a "professional" air
 - d. So you appear prepared to the audience
2. Know Your Key Points and Care
 - a. There are a few key points and that is the purpose of the presentation
 - b. Know these key points and make sure that you get them across
 - c. Care about imparting these key points to the audience
3. Never Redesign Your Lecture from the Podium
 - a. This urge is always felt by presenters
 - b. Suddenly you have a "better" idea; but it never is
 - c. This causes you to miss main points and run over time
4. Keep on Time
 - a. The session Moderator will likely have a timer
 - b. Timing is crucial for everyone
5. Limit the Use of a Pointer
 - a. Out of 100 things you can do with a pointer, 5 are good, the rest are bad
 - b. We can read the slide, but if must point to something special then OK
6. Carefully Design Your Slides
 - a. Illegible slides are a traditional complaint of presentations
 - b. Use lettering that is bold, san-serif, 12 lines per slide, bright contrast
 - c. Remember the slides are an outline and not the speech itself
 - d. You should have an introduction and conclusion slide
7. Validate Questions if You Want Them
 - a. There are ways to get questions and ways not to get them
 - b. Validation by repeating, appreciating, telling how fits into subject
 - c. Repeat all questions to make sure all understand
 - d. Answer the question in just a few sentences (preferably 3)
8. Dress a Little Better than the Audience
 - a. Leave no doubt who is the presenter
 - b. Keep your appearance on a "professional" level
9. Speak Clearly and Slowly
 - a. Many do not have English as first language (130 words per minute vs. 170 words per minute)
 - b. Don't jingle keys, drink water, chew gum
 - c. Speak to the audience and not to the visuals or to your notes
10. Be Enthusiastic
 - a. This is the trait that will carry the presentation
 - b. Be enthusiastic even if you hate the subject (someone else's paper)

You may remember only one of these but just one will help you in the effectiveness of your presentations.