

Presentation Tips

Slides

- **Limit the text on a slide.**
A lot of text is perceived as boring, plus people either don't read the text or don't listen to what you say. Try to limit the number of lines a slide to five punchy lines with one topic each.
- **Use visuals as much as possible.**
Everyone likes visuals. A scheme, chart or picture can clarify a topic at a glance.
- **Don't use meaningless terms.**
Terms like efficiency and buzzwords are meaningless without further explanation. Explain SMART what it is about and you can probably do without.
- **Keep the layout simple.**
Use matching contrasting colours and calm backgrounds. Use italics and bold to emphasize (don't overdo).
- **Simplify schema's and charts.**
Complex schemes demonstrate that the Presenter can make them. Simple and clear schemes demonstrate that the presenter can communicate. Break big schemes down into several slides or simplify it to an abstract pointing out the essence.
- **Aim at your audience.**
Try to connect with your audience by using their verbiage and actual themes.

Preparation

- **Reserve facilities and prepare materials**
Timely reserve room, projector and beverages. Print out materials a day early.
- **Check the facilities.**
Timely check the room, light switches, projector, remote control of the projector and cables.

Presentation

- **Don't read out what is on the slides.**
Your audience are not illiterates; they can read. When you have nothing to add to the text, hand it out or say nothing and let people read it themselves.
- **Don't overdue humour.**
The public will enjoy it, but too much will impact your message.
- **Stand up, speak firm and use a pointing device.**
Standing up we automatically speak better and improve eye-contact with our audience. Consider using a remote presentation device to switch between slides and point at the screen, which allows you to walk around more freely.
- **Brief is good, babbling isn't.**
A good paced punchy presentation leaves a deeper footprint than a long winded boring one. Once you made your point, you can either interact with your audience or switch to the next slide. Don't babble to fill up time.
- **Breaks are OK.**
A break when switching slides allows your audience to first peak at the slide and ready themselves to listen and helps you to prepare your words.