



HOW TO DO A GOOD PRESENTATION

Step 1 – Gathering information

- Find some sources to extract information from (books, web tutorials, videos...)
 - Make sure the sources are trustworthy
- Write in a piece of paper a list of the main points you want to talk about
- Sort these points, and give each one its relevance (from “not very important” to “very important”)

Step 2 – Writing the presentation

- Look for a slide style that fits the subject of the presentation



Would this style be suitable for talking about banking businesses?



What about this style?

Step 2 – Writing the presentation (II)

- Write one or more slides about each point, according to its relevance
- Remember to include an introduction at the beginning and a conclusion at the end
 - In the introduction, you can show briefly the main points of your speech, or the goals you want to achieve
 - In the conclusion, you can express your personal opinion about what you have just presented, or some future ideas
- Try to be ready for any question that audience might ask

Step 2 – Writing the presentation (III)

- Be brief
- Be neat
- Use large fonts
- Use **colors** to emphasize
- Use illustrations to help understand key concepts
- Don't use too many animation effects

Step 3 – Preparing the speech

- Write cards with the main ideas of each slide
 - Don't write long texts
 - Don't look at your cards all the time
- Add some fun facts or interactive questions, so that people won't get bored
- Practice your speech before the “D-day”
 - Practice in front of: your family, your friends, your classmates, the mirror...
 - Ask them for feedback when you finish

Step 4 – Doing the presentation

- Try to smile and be kind / pleasant
- Feel confident about your presentation
- Make eye contact with audience, don't waste your time looking at the slides or at your notes more than necessary
 - Try to look at every person at least once, so everyone will feel like you've engaged with them
- Be sure to have inflection in your voice.
 - Be animated, talk about your subject as if it was the most interesting thing in the world

Step 4 – Doing the presentation (II)

- Use hand motions to emphasize points and keep the audience interested
- Be sensitive to your audience
 - The same talk may need to be adjusted for different audiences
- Have a good conclusion