



How To Make An Effective Presentation



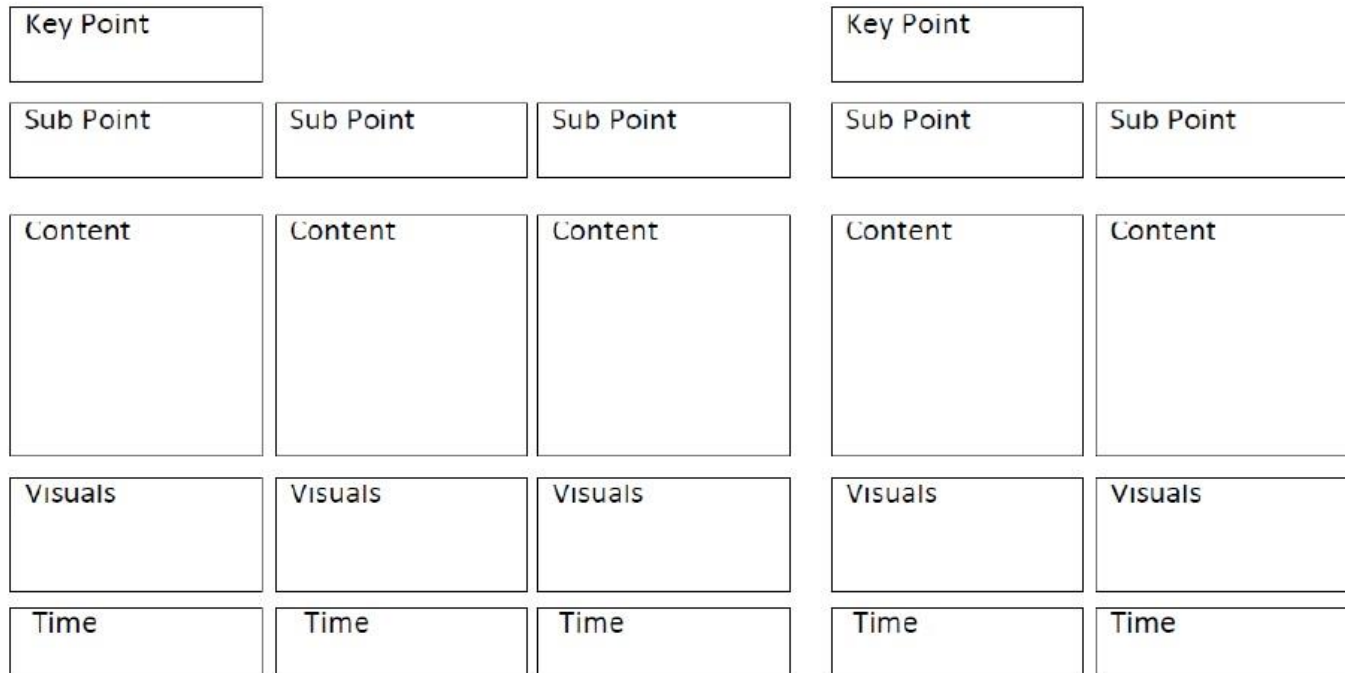
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Content

- Presentation Properties
- Mental Issues

Presentation Properties

- Planning



Planning an Effective Presentation

- Preparation
- Introduction
- Conclusion
- Key Points
- Review and Practise



Preparation

- Objectives



Preparation

- Objectives
 - ❖ Informing
 - ❖ Educating
 - ❖ Persuading

Preparation

- Audience



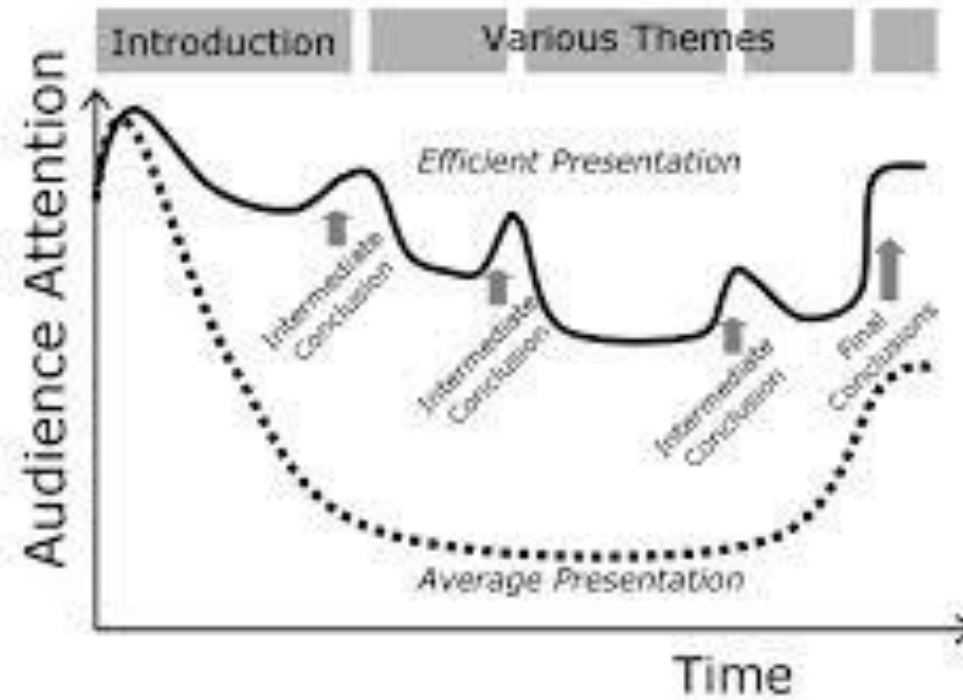
Preparation

- Limitations



Preparation

- Limitations (cont.)



Introduction





How To Make An Effective Presentation

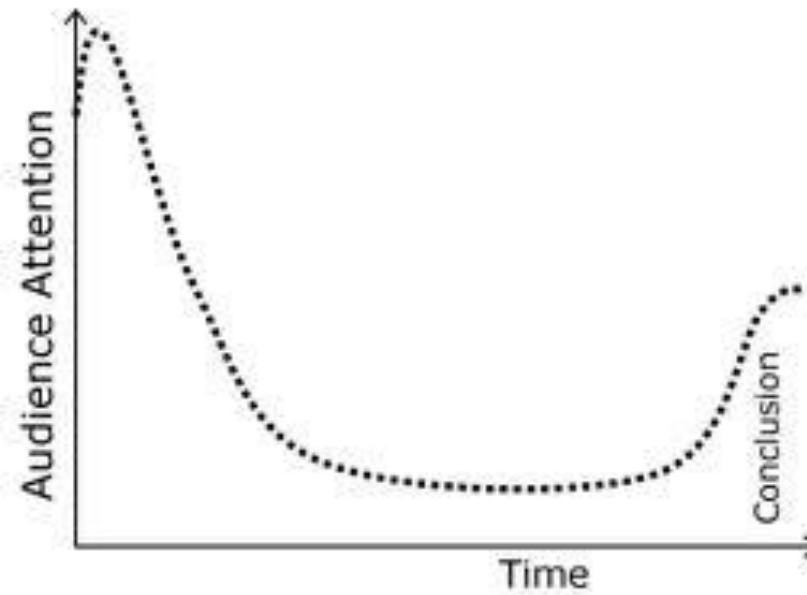


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Content

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Conclusion



Conclusion



Key Points

- Keep it simple
- Don't use what you don't know exactly
- One big idea
- One idea = One slide
- Use electronic arts

Electronic Arts

- Times New Roman, *Blackadder JTC*
- Headings (36-44), Text (20-32)
- Don't use
 - CAPITAL LETTERS
 - *Italics*
 - Underlined
 - Different coloured

WordART

Electronic Arts (Con.)

- Background color

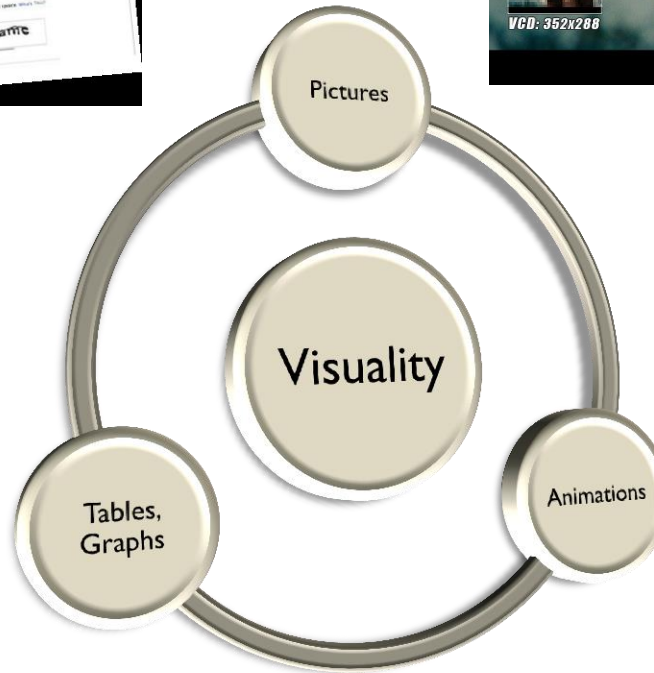
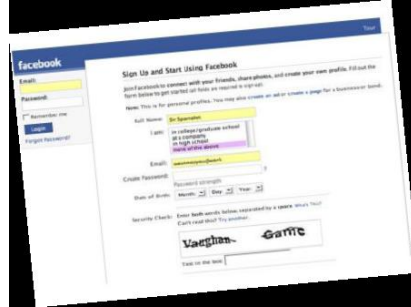
EFFECTIVE PRESENTATION

EFFETIVE PRESENTATION

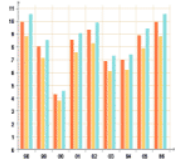
Electronic Arts (Con.)

- Text
 - 666 Rule
 - Key Words
 - No paper, Maybe a card
 - Grammer Mistakes
 - Name of presentation, slide number, date

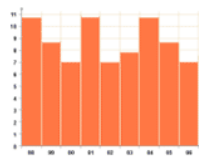
Electronic Arts (Con.)



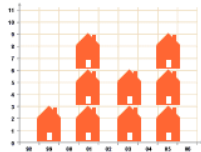
Bargraphs



Histograms



Pictographs



Pie Charts



Review and Practise

- Review
 - Presentation
 - Hall
 - Tools
 - Yourself

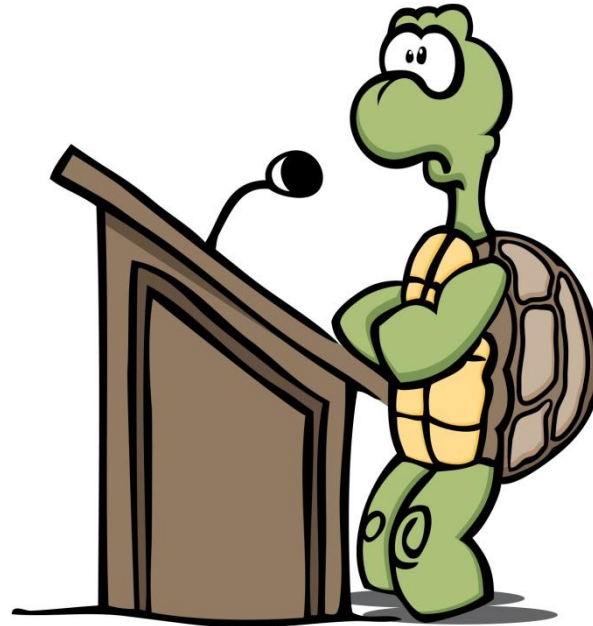
Review and Practise

- Practise
 - Time check
 - Familiarity with topic
 - Getting rid of stress



Mental Issues

- Naturally talented presenter



Mental Issues

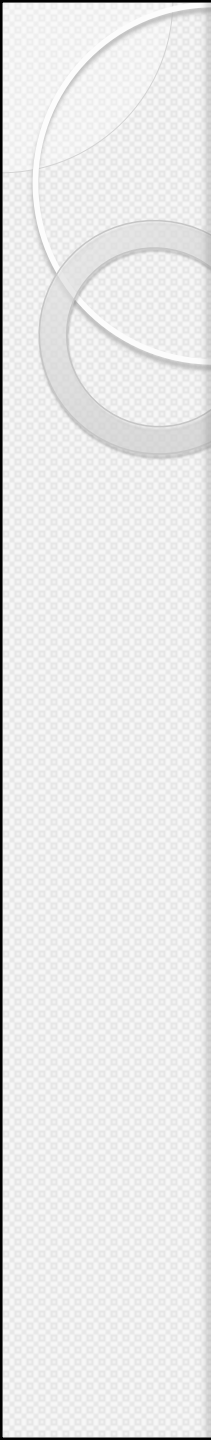
- Mental properties
 - Confidence and passion
 - Speak clearly and loudly
 - Forgetful
 - Kind to questions

Body Language

IT'S WHAT YOU **DON'T SAY** THAT COUNTS!



LEARN TO **READ AND INFLUENCE** PEOPLE THROUGH **NONVERBAL COMMUNICATION.**



Important thing is not what you give to audience, it is what they get...