

Preparing Your Presentation

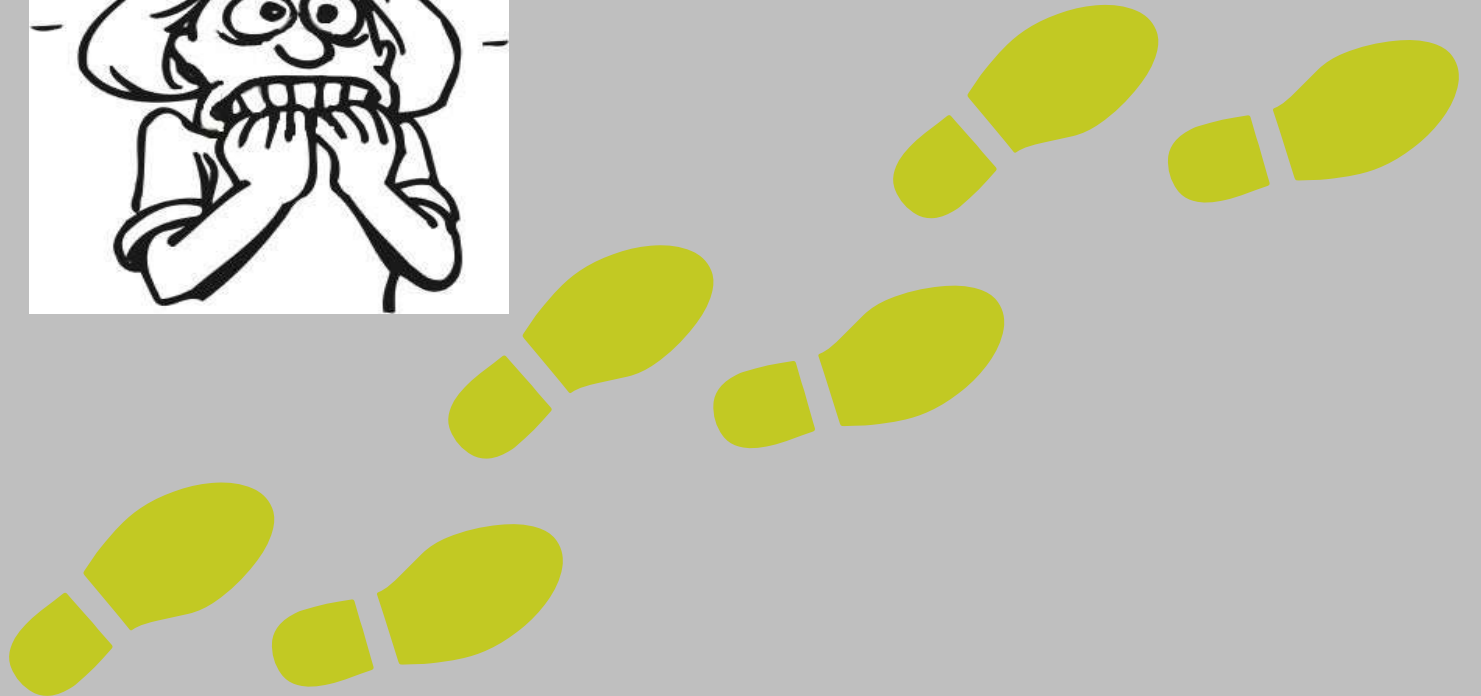
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*“Great speakers aren’t born,
they are trained.”*



Mastery is the best way in Preseting

Lack of **experience**
Lack of **preparation**
Lack of **enthusiasm**
Negative self-talk



Tell me

What is your experience of giving presentations?

What do you like about it?

What do you dislike about it?



Preparing the materials

- 1. Making an outline (either in academic or general)*
- 2. Arrange the material structurally*
- 3. who are your audience*
- 4. use slide presentation*



Visual Aids in presentation

- PowerPoint Slides
- Overhead Trans
- Graphs/Charts
- Pictures
- Films/Video
- Flip Charts
- Sketches



Preparing slide presentation By powerpoint

“should have ten slides, last no more than twenty minutes, and contain no font smaller than thirty points.” Guy Kawasaki

- 1. Most important information Jumps Out**
- 2. Never use Paragraph**
- 3. Use color Well**
- 4. images to support your point**
- 5. Use a consistent theme**



Poor Powerpoint

The evils of Power point are familiar to everyone, they include:

Too much text

Too small to read and is really only serving as a crutch for the presenter

Clip Art and Slide templates that have been seen a million times

Wooshing, dazzlings animations

