

ENDING YOUR PRESENTATION

Take-away points to develop an upcoming presentation or improve a current one

1. A weak ending can make you look disorganized and wastes an opportunity to make a final impact.
2. A strong ending reviews the key points and ends with a memorable statement.

Examples of weak endings:

- "I'm sorry this was..."
- "I forgot to mention..."
- "Oh, there is some new research..."
- Going overtime
- Packing up your materials while still talking
- Answering the last question and immediately stopping the program

Example of a review:

"As a review, we focused on the cause, treatment, and follow-up, of patients with prostate cancer."

Example of a memorable statement:

"If you can only remember one thing from this presentation, remember that without treatment, people can die from sleep apnea."



Notes: