

PRESENTING WITH FINESSE

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

1. Look at your audience, not at the slides. There is no better way to connect than eye contact.



2. Do not read your slides.

Tip:

If it's in detail on the handout, there's no need to cover it in detail in the presentation.



3. After explaining and familiarizing the audience with your slide, provide the take-away message.



4. Use transitions between slides to keep the audience engaged and to provide a smooth passage to the next slide.

Tip:

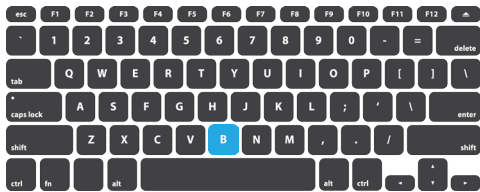
Plan these transitions ahead and practice them.



5. When you do not need to show the information on the screen, use the B key.

When to use the B key:

- *Beginning and ending the presentation.*
- *Answering a question.*
- *Discussing a case study.*
- *When showing a video on another screen.*
- *When you need to walk through the light source from the projector.*



6. You can jump to another slide by pressing the slide number and "enter."



7. Remember Murphy's law and be prepared for something to go wrong with your presentation.

Tips to handle problems:

- *Bring a back-up of your program.*
- *Print out a copy of your PowerPoint program.*
- *Number your presentation notes or cards.*
- *Don't get flustered if you cannot show a planned video clip.*



Notes: