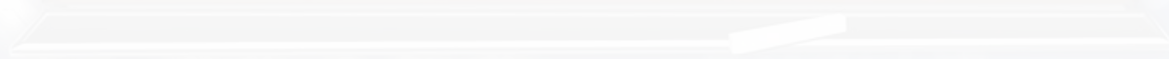


HOW TO MAKE A POWERFUL PRESENTATION

To make a powerful presentation you need to follow the next steps:



STEP 1

DECIDE ON THE TOPIC

- What are you going to speak about?
- Is this topic interesting and new? Will speaking about it bring you success?
- What your audience know about your topic and what they do not know?

STEP 2

FIND OUT WHO YOUR AUDIENCE IS

- Are you going to present to colleagues of your department? To your future clients or customers who might be either adults or children?
- Are you going to present your business idea to a commission to win a grant?
- Do you want just to inform or to promote your business?

STEP 3

SELECT APPROPRIATE MATERIAL

- Include only relevant information
- Do not overuse dates and figures (unless it is necessary) – give examples
- Organize the material in a logical order – choose three points to discuss within your presentation

STEP 4

FOLLOW A STRUCTURE

- Opening
- Main part
- Part 1
- Part 2
- Part 3
- Conclusion

STEP 5

WRITE A DRAFT

- Do not avoid the stage of drafting
- Read the written draft and pay attention to the information which is not relevant, remove unnecessary information
- Add new information which helps understand you better

STEP 6

PREPARE VISUAL AIDS

- Think what information is the most important and how to represent it on slides
- Do not place texts on a slide
- Follow the “rule of five” – no more than five bullets on a page with no more than five words in a bullet

STEP 7

REVIEW, REFINE, REHEARSE

- Rehearse your presentation with slides
- Record yourself and see how the presentation looks as an audience member
- Improve weak places in your presentation