

# HOW TO MAKE A PRESENTATION



# 1. Write a speech

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- Look through the text of your speech
- Choose key points
- Place them strategically

## 2. Structure of your presentation

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- Adequate number of slides!
- 1<sup>st</sup> slide info: topic + your name and group
- Last slide: saying thank you

# 3. Design

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- No full sentences, only key words, schemes and lists
- *Highlight* the most important info
- Use animation
- Proofread for mistakes/misprints

# 3. Design



- The 10-20-30 rule
- Formal design of slides
- All slides have the same design
- Contrasting font colour and background colour

# 4. Speech

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- Presentation text is a basis for your speech
- No reading
- Eye contact
- Simple sentences and familiar vocabulary

# 5. Images

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- Use maximum of 2 images per slide
- You can make slides with pictures only
- Use appropriate pictures
- Comment on images

# Your homework

- Make a presentation about your workplace (the company or the branch)
- Include:
  - The name of your organisation
  - The structure of the company (how many people work there, how many bosses there are, etc)
  - Your position name and description
  - Your office description
  - What you like the most about your job
  - What you do not really like



# Thank you for your attention!

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