

# Maximize Yourself Through Presentation

**Fall 2012**

# Think of the Benefits

- A comfort level presenting an amazing project
- Elimination of worry
- A fantastic grade or sponsorship or...

# Basic Principles Influencing Your Audience

- 55% thru Visual...handouts, products, visual aids and YOU
- 38% thru Vocal...how your voice sounds
- 7% thru Verbal...content...your knowledge

# Relax

- Visualize your success
- Stretch
- Breathe
- Use visual aids
- Personalize your presentation
- Ask open-ended questions

# Preparation

- Understand how important the audience is
- Pause for power
- You're the expert
- Positive mindset
- The audience does not see fear

# Get their attention

- Personal story or startling statement
- Statistics
- Quotation
- A challenge or question
- Humor

# Visual Aids

- Keep animation to a minimum
- Don't read your visuals
- Know your equipment
- You are the most important visual...aids are for support

# Visual Aids

- Set up room for each person in the audience to see
- Design visuals for the back row
- Label charts and graphs
- Use upper and lower case
- Profile your audience...making visuals appropriate



# Visual Aids

- Use a simple typeface and only one
- Use color
- Minimum font size should be 28
- Keep to 4- 6 lines of bullet points
- Limit to one idea per visual

# Technology Tips

- Know the equipment you are using
- Use the “b” key when not discussing something on the screen
- Present as close to the center of the room as possible

# Technology Tips

- Keep the room as bright as possible
- Have hard copies available just in case
- Use your hand instead of a laser pointer
- If possible, set up one hour before final presentation

# Presenting in a Smooth Manner

- Touch to change the slide
  - Don't talk while changing slides or walking
  - Read first bullet and collect your thoughts
- Turn and make eye contact with one person
- Talk to one person for a complete thought

# Actually Presenting

- Direct eye contact–no scanning
  - Change person at punctuation point or concept change
  - Don't bounce your eyes
- Breathing and pausing
  - Pause after each important thought or when looking at the screen
  - Pausing lets the audience keep up with you and keeps you relaxed

# Actually Presenting

- Watch non-words
  - Pause instead of um, ok, also, like, ah
- Smile
  - Lighten up!
- Hands
  - Use them, don't hide them or clasp them

# Actually Presenting

- Gestures
  - Will naturally occur if hands are free
- Physical stance
  - Weight on both feet, hip width apart, square to one person in the audience
  - Stand tall

# Actually Presenting

- Walking...not pacing...not shifting
  - Normal strides
  - Walk to your destination without speaking
  - Square up to one person with feet planted and then talk
  - Starting to rock or shift?...time to walk
  - Skip the concept of walking and talking



# Actually Presenting

- Speaking Pace
  - Natural speed
  - Normally fast?...pause at thought's end
  - Normally slow?...become more interesting
- Intonation
  - Speak to the back of the room
  - Speak louder than you think you need to
  - Emphasize key words

# Getting Back On Track When Distracted

- Stop talking, walk back to the screen
- Look at the screen, refocus on the bullet
- Take a deep breathe and turn around by the screen
- Present your thought
- When more settled, walk back to the audience

# Practicing

- Three times with aids, standing and out loud
- Don't memorize
- Practice at different times not one long session
- Perform in front of someone
- Start three days before

# Practicing

- Practice more than you think you need
- Wear the clothes you will be wearing
- Opening and closing most important
- No note cards-indicates you will be boring

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