



Tips & Techniques For Effective Presentation

TYPES

□ INFORMATIVE

□ DEMONSTRATIVE

□ PERSUASIVE

□ INSPIRATIONAL

4 P's [Steps for Effective Presentation]

1. PLANNING

2. PREPARING

3. PRACTICISING

4. PRESENTING

★ Dealing with Question

PLAN

□ *WHO*- Is your audience ?

□ *WHY*- they are here ?

□ *WHAT*- is your Goal ?

□ *WHERE* – *it is* ?

□ *HOW* – *long* ?

★ *Keeping All this Ques. Prepare SLIDES*

3 THINGS – STRUCTURE -- BODY

□ INTRO

□ MAIN ELEMENT [CONTENT]

□ CONCLUSION [KEY POINT]

PREPARE

□ FOLLOW 10/20/30 RULE :

- 10 SLIDES
- 20 MINUTES AS MAXIMUM LIMIT
- 30 FONT SIZE

□ REMEMBER 65% OF YOUR AUDIENCE IS VISUAL LEARNER !

□ BE SHORT & CLEAR

PRESENT

□ YOUR GOAL IS AUDIENCE INTEREST/COMFORT !

□ WORDS VOICE BODY LANGUAGE (Gestures, smile, Dressing)

□ PRACTISE

□ BE CONFIDENT

Dealing With Questions-

□ THANKS

□ REPEAT QUES

□ ANSWER

□ CONFIRM --- THANKS

It's your turn **to speak**

