

PRESENT WITH CONFIDENT

Tips for Making an Impactful Presentation



PREPARATION IS THE KEY

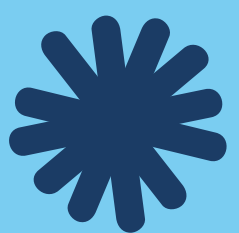
- Define your aims, the topics, and the appropriate depth and scope of information, based on the time you have for your presentation.
- Collate all the information and organize them in a logical sequence.
- Structure your presentation in 3 parts:
 - Introduction (What you are intending to say),
 - Main body (Your messages in a logical sequence),
 - Conclusion (Reinforcing what you have said)
- Get familiar with the subject you are going to present by checking all the definitions, facts and figures are correct.
- Use keywords and phrases in your notes to prevent you from reading directly during the presentation.



CREATING AN ATTRACTIVE VISUAL AIDS

- Use infographics, charts, images, and videos as they are more appealing to the audience. Visual aids can serve as visual cues to keep you on track.
- Make sure the font size, pictures, diagrams are legible and clear.

EDIT YOUR CONTENT TO THE MOST IMPORTANT POINTS



- Avoid delivering a lengthy lecture with texts that audiences won't be able to read.
- “Less is more in the presentation world” Normally having 4-5 Bullet points per slide can be more effective. Edit the details to the main points that support your messages.



KNOW MORE THAN WHAT YOU ARE SHARING

Remember you are the expert in the subject you are presenting. Prepare a more detailed script to remind you of the detailed explanations in case of any questions you might get from the audience.



REHEARSE BEFORE THE FINAL SHOW

There is a difference between knowing what you're going to say and how you're going to say it.

Rehearse your presentation 3-4 times can help you to identify the weakness in the sequences and pacing.

DELIVERING THE MESSAGES WITH CALMNESS AND CONTROL

- Begin by introducing yourself and state the topic clearly, Wait for the audience to focus their attention first before you begin.
- Speaking too fast is a sign of nervousness, effectively using pauses and silence will add impact to your speech. If you get nervous during your presentation, take deep breaths and use natural pauses in the content to regain control.



RESOURCES:

KELLY ALLISON, 7 PRESENTATION TIPS FOR STUDENTS,
[HTTPS://ETHOS3.COM/7-PRESENTATION-TIPS-FOR-STUDENTS/](https://ethos3.com/7-presentation-tips-for-students/)

UNIVERSITY OF BIRMINGHAM, TIPS FOR EFFECTIVE PRESENTATION,
[HTTPS://WWW.BIRMINGHAM.AC.UK/SCHOOLS/METALLURGY-MATERIALS/ABOUT/CASES/TIPS-ADVICE/PRESENTATION.ASPX](https://www.birmingham.ac.uk/schools/metallurgy-materials/about/cases/tips-advice/presentation.aspx)

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