

## **Presentation Techniques**

### **1. Use visual aids**

Using pictures in your presentations instead of words will allow the audience to focus on your speaking rather than reading off the screen. By doing this, you must ensure that you know your material. In addition, showing an object regarding your presentation will aid in capturing audience attention.

### **2. Keep it short and sweet**

There is an old adage that said – “No one ever complained of a presentation being too short.” Nothing kills a presentation more than going on too long. Allow about 2-5 minutes for a general presentation unless otherwise directed.

### **3. Use the rule of three**

A simple technique is that people tend to only remember three things. Determine what the three messages that you want your audience to take away and structure your presentation around them. Use a maximum of three points on a slide.

### **4. Rehearse**

Practice makes for perfect performance. Many experts say that rehearsal is the biggest single thing that you can do to improve your performance. Perform your presentation out loud at least four times. One of these should be in front of a real scary audience, family or friends or outside in a noisy area that will allow you to speak clear and loud. Be prepared to make mistakes and allow for criticism. Ask, “What can I do better?”

### **5. Presentation**

Be sure to make eye contact, project your voice (so others in the back of the room can hear you), present yourself in a professional manner, and show confidence in what you are presenting. Make note cards to refer to during the presentation. You do not want to just read to the audience.

### **6. Summarization**

Be sure the audience understands the purpose of the presentation and will take away some knowledge. Allow time for questions (not too much time).