

Presentations

- Definitions, rules of making good presentations



Presentation – vocabulary meaning

- An activity in which someone shows, describes or explains something to a group of people
- The way in which something is arranged, designed, etc. The way in which something is presented
- The act of giving something to someone in a formal way or in a ceremony



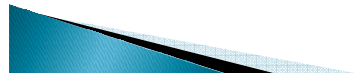
Presentation – definitions

- The process of offering for consideration or display
- A social introduction as of a person at court
- A demonstration, lecture or welcoming speech
- A manner or style of speaking, instructing or putting oneself forward
- The manner of presenting, the organisation of visual details to create an overall impression



Rules – make your presentation readable

- Font size
- Colors you use for fonts, background etc
- Background image
- Design – balanced, slides are connected together visually
- Movement – curved lines, bright colors – be carefull – it can be pretty annoying



Rules – create a logical flow

- ▶ The absolute last thing you want to do is to turn your presentation into a random assortment of list.
- ▶ There MUST be a flow – logical flow.



Rules – less is more

- ▶ Transitions , fly-ins are getting old. It is not that fancy like years ago.
- ▶ Keep it simple!
- ▶ Avoid sound effects – it is much more annoying than useful.
- ▶ Cut down the number of slides – people will only remember the important points. + People get tired reading too many useless words around which only make it form 10 slides to 30.
- ▶ Don't put too much of text into a slide



Rules – support not make

- ▶ Let your powerpoint presentation, the slides, support the point, not make it.



Rules – emotions, story

- ▶ If it is possible – support your point with a story. People remember things better with emotions. Good graphics can make it too.

