

# HOW TO GIVE A GOOD PRESENTATION

By  
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Hundreds of presentations are given everyday, many are forgotten & only few are memorized.

Therefore

**Presentation is an art that we should master.**



“Great Speakers Aren’t Born...

They Are **Trained.**”

What are the pillars of a good presentation?

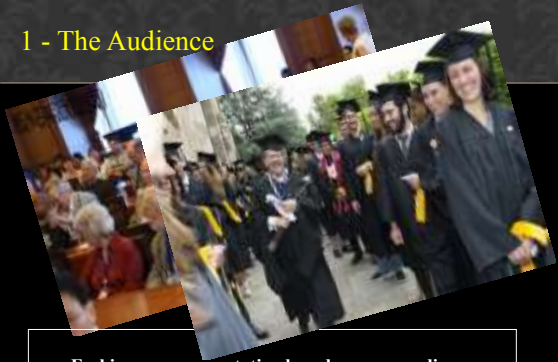
- 1- **components** of the presentation.
- 2- Effective **Power point** slides.
- 3- Effective **presentation techniques**.

## I - COMPONENTS OF THE PRESENTATION

Components of a good presentation

1. **The Audience**
2. **The Subject**
3. **The Structure**

## 1 - The Audience



Fashion your presentation based on your audience  
Don't underestimate the intelligence of the audience

## 1 - The Audience

**“Success depends on your ability to reach your audience.”**

### Assess Your Audience

- Age (Pediatric Vs. Adults)
- Size (Small group Vs. Mass group)
- Knowledge Level (Rural Vs. Urban)
- Motivation (Lazy Vs. enthusiastic)
- Moral (Relaxed Vs. Furious)

## 1 - The Audience

### Access Your Audience

**“Continuous visual and aural communication allover the time of the presentation”**

## 2 - The Subject

- Choose the subject that you are **interested in**.
- Identify **your goal** of presentation:
  - 1.informative
  - 2.persuasive
  - 3.Challenging
  - 4.Teaching

## 3 - The Structure.

How to manage your presentation ?

### **3 Phases:**

**Opening** your presentation

**Proceeding** in Your Presentation

**Ending** your Presentation



**Start broad, get specific, and end broad.**  
**This is typical for a professional level.**

## **A - Opening your presentation**

Almost everyone listens at the beginning.



This is **THE MOMENT** to make the value of your presentation clear.

- Introduce yourself.
- Use an attractive slide.
- Start slowly.
- ✓ Humor
- ✓ Short Story
- Give an overview of your topic.
- **Define, Introduce clearly the aim of your Topic.**

First impressions count

## B - Proceeding with your presentation:

1. Determine the **Main Points**.
2. Don't use **abnormal** words.
3. **Don't be Redundant**.
4. **Get Feedback** (eye contact, small ? , limited comment)
5. Do not try to tell every thing.
6. **Brain storming** e.g. problems, humors questions, quiz, ...etc

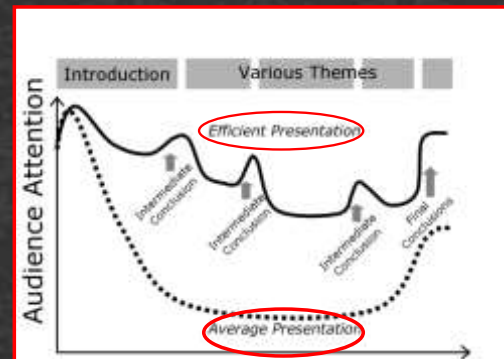
## C - Ending your presentation:

**Inform** audience that you're about to close.

**Summarize** main points **take home message**



**Tell them What You Told them.**



## The impact of your presentation



**II - CREATING EFFECTIVE VISUAL AIDS**  
**(POWER POINT, PRIZE,..)**

## The Role of the Power point Slide:

- Improve understanding
- Add strength to the text
- Illustrate and simplify complex ideas

## 1 - Font

Type size should be 18 points or larger:

18 point

20 point

24 point

28 point

36 point

\* References can be in 14 point font

## 2 - Layout

- No more than two lines each text.
- No more than 7 lines per slide.
- No more than 7 words in the line

## 2 - Layout

~~AVOID USING ALL CAPITAL LETTERS  
BECAUSE IT'S REALLY HARD TO READ!~~

## 2 - Layout

~~Avoid sub lists!~~

- Item 1
  - Item 1a
  - Item 1b
  - Item 1c
- Item 2
  - Item 2a
  - Item 2b
- Item 3

## 2 - Layout

~~The reason for limiting text blocks to two lines is that when the text block goes on and on forever, people in the audience are going to have to make a huge effort to read the text, which will preclude them from paying attention to what you are saying. Every time you lose their focus, your presentation suffers!~~

## 2 - Layout:

Human Sperm-Oocyte Interaction

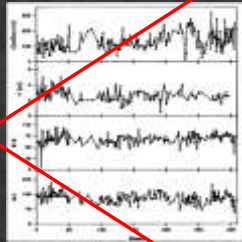
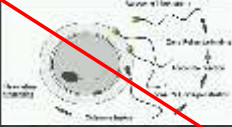


Figure 3. Stages of human fertilization. Spermatozoa swim through the surrounding medium and cumulus mass (not shown) and bind to the surface of the zona pellucida. The acrosome reaction is stimulated by zona proteins and the acrosome reacted sperm penetrates the zona, enters the perivitelline space and binds to the oolemma via the equatorial segment. Oocyte processes surround the sperm head and it enters the ooplasm and decondenses. Infertility could result from defects of any of these processes. For example, abnormal sperm particularly with defective head morphology bind poorly to the zona.

## 3 - Colour:

Dark letters against a light background

For smaller rooms and for teaching

## 3 - Colour:

Light letters against a dark background

for a large room

## 3 - Colour:

Avoid red-green combinations because a fraction of the human population is: red-green colorblind.

~~Lots of people can't read this - and even if they could, it makes your eyes hurt.~~

## 4 - Style:

- Use **diagrams, graphs** ....they are easy to understand
- Limit the use of **tables**
- Use the animation properly

## 4 - Style

- Limit the number of items on each slide.
- Each slide should contain just one idea.
- Each slide should have a title.

## Equipment failure !!

Always have backup ...  
a bad backup is better than  
no backup at all

(extra flash memory, CD, own laptop, handout, skydrive....)

However, Remember.. **YOU** are the presentation



And not the power point

### III- EFFECTIVE PRESENTATION TECHNIQUES

Before you start ... get ready

**Fear.....**  
is NORMAL!  
Control it .... Don't fight it..



4 times... time frame

### Your personality

The speaker should be

- **Honest**
- **Enthusiastic**
- **Be himself**

Feel that you are delivering a  
**MESSAGE** .

### Presentation Styles:

#### 1. **Vocal Techniques:**

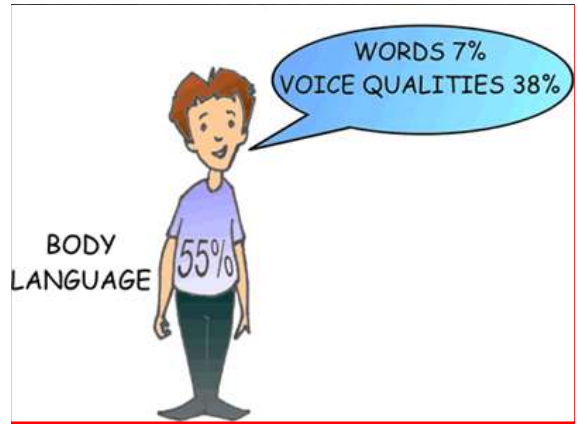
- Loudness
- Rate
- Pause
- Emphasize your ideas by using the pause, tone and loudness.
- Get a **moment of silence** before starting an important phrase.
- **Monotonous voice is a sin that you should avoid**

## Presentation Style

### 2. Body Language

- Eye Contact
- Gesture
- Posture
- Movement

**Very important**



## Presentation Style

### 3. Visual, and aual communications

#### Keep Connecting with Your Audience

..... visual and aural communication .....

#### Allover the time of your presentation

## Presentation Style:

### 4 - Dress code:



- Neat & neutral
- No flashy colours
- No jingly jangly bracelets



## Common problems:

- **Reading** your talk. (it is much faster than natural speech)
- **Verbal fillers** "Um", "uh", "yaani", "assl"
- **Laser pointer** on text, only on diagrams tables and photos.
- **Hands** in pockets or giving the audience your **back**
- Lip smacking.
- **Inappropriate movement** (too much, hiding the presentation)

