

Presentation Skills

DO's & DON'TS



REVIEW YOUR RUBRIC

Does your presentation cover everything required?



MAKE AN OUTLINE or BASIC NOTES YOU CAN REFER TO DURING YOUR PRESENTATION



PRACTICE

Ask someone for feedback



ORGANIZE POWERPOINT BY TOPIC



FORMAT KEY POINTS AS BULLETS



SPELL CHECK



INCLUDE REFERENCES



SPEAK LOUDLY & CLEARLY

Make sure everyone can hear AND understand you.



ENGAGE YOUR AUDIENCE

Make eye contact. Smile & show enthusiasm!



RELY SOLELY ON YOUR POWERPOINT

Plan for unexpected technical issues



INCLUDE YOUR ENTIRE PRESENTATION ON YOUR POWERPOINT

Your PowerPoint should be key points, graphs, etc.



USE A VARIETY OF BACKGROUNDS, FONTS AND COLORS

Consider using different font colors & sizes for titles, subtitles and text.



USE SMALL FONT SIZES

Stay above sizes 20-24



USE UNCOMMON FONTS OR DIFFICULT TO READ COLORS



USE IRRELEVANT OR EXCESSIVE PICTURES, SOUNDS OR ANIMATIONS



READ YOUR PRESENTATION WORD FOR WORD



USE FILLER WORDS: LIKE, UM, UH, 'YA KNOW?'

Information from: [linkedin.com/pulse/20140314012416-50813842-the-do-s-and-don-ts-of-good-presentations](https://www.linkedin.com/pulse/20140314012416-50813842-the-do-s-and-don-ts-of-good-presentations) & bates.edu/ils/2011/how-do-i/software/powerpoint-presentation-tips/