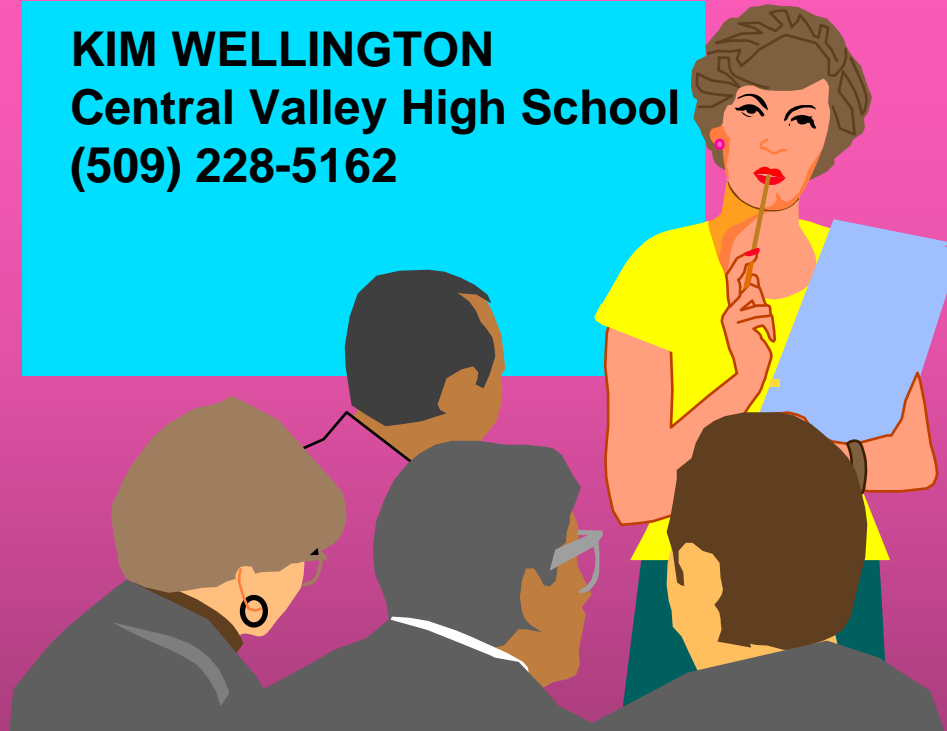


PREPARING FOR A PRESENTATION

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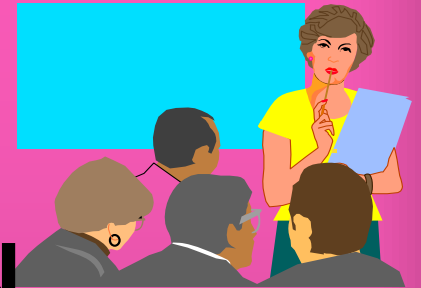
PREPARING FOR A PRESENTATION

- HOW TO ORGANIZE THE PRESENTATION
- TIPS ON PRESENTING
- TIPS ON MEETING AND INTRODUCING YOURSELF AND OTHER PEOPLE



PREPARING FOR A PRESENTATION

HOW TO ORGANIZE
THE PRESENTATION
AND
TIPS ON PRESENTING



ASK QUESTIONS BEFORE YOU PRESENT

- **Know Who You Will Be Speaking To**
- **Know Approximately How Many People and the Average Age**
- **Request the Necessary Equipment**
 - **Overhead, VCR, Microphone**
- **Ask What to Wear**

KEEP IN MIND --

- If The Presenter Only Talks, The Audience Will Only Remember 25% of the information
- If The Presenter Has Visuals, The Audience Will Remember 60% of the Information
- If the Audience Participates, They Will Remember Close to 90% of the Information.

ORGANIZE THE TOPIC

- INTRODUCTION -- TELL THEM WHAT YOU ARE GOING TO TELL THEM.
- BODY -- TELL THEM THE INFORMATION IN DETAIL.
- CONCLUSION -- TELL THEM WHAT YOU JUST TOLD THEM.

PREPARING FOR A PRESENTATION

- Outline the Presentation
- Develop Visual Aides
 - Use Powerpoint or Some Other Presentation Program
- Video or Audio Tape Yourself
- If Using a Microphone –
Practice Using a Microphone



PREPARING FOR A PRESENTATION

- Develop Hand Outs
- Practice Eye Contact
- Practice the Presentation for Timing
- THE CONTENT SHOULD BE AUTOMATIC!



PRACTICE THE PRESENTATION

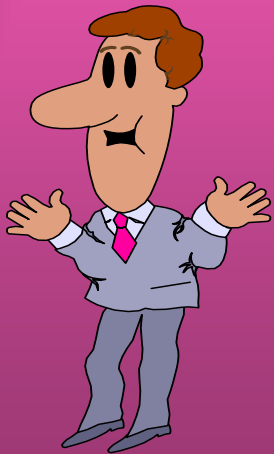


**ESPECIALLY IN FRONT OF A
NON-THREATENING AUDIENCE
“GET POSITIVE FEEDBACK”**

Facial Expressions



- SMILE and SMILE and Smile



- Be Animated -- Look Alive!!!

Appearance

- **Dress for the audience**
- **Be Professional (Nice Clothes)**
 - Boys – Shirt, Slacks and Tie
 - Girls – Nice School Clothes
 - No Jeans
- **Be Comfortable**



Appearance

- **KEEP YOUR HANDS OUT OF YOUR POCKETS!!**
- **STAND ON TWO FEET**
- **DON'T GRIP THE PODIUM**
- **DON'T PACE**

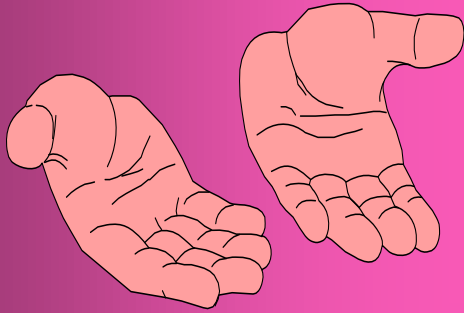


Posture

- **Stand or Sit Upright but Relaxed**
- **Put Your Energy Forward**

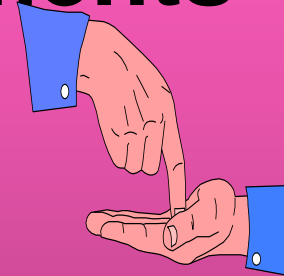


Gestures

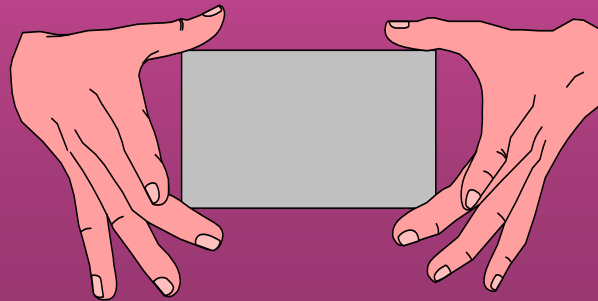


- Use Natural Hand Movements

- Try not to Fidget



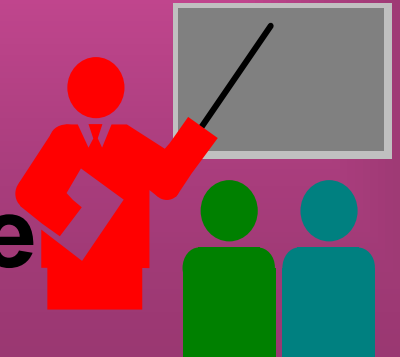
- Hold a Card, Pencil, or Pointer in Your Hand in Your Hand



Nothing Relating to
What is Being Talked
About!! Try to Ignore
This Overhead!!!

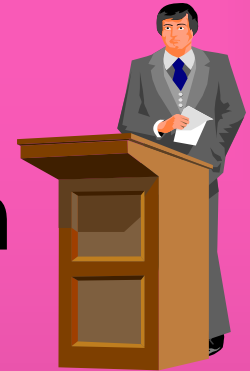
Gestures

- **Turn Off the Overhead When It Is Not Being Used**
- **Make Print Large Enough to be Seen**
- **Use a Pencil, Card, or Finger to Point to the Items**
- **Use Glasses to Emphasize Points**



Movement

- Stand away from the Podium if Possible
- Do Not Pace -- Move to Stage Positions



Use Extended Eye Contact



- **Contact Random Spots in the Room**
- **Use the 3-5 Second Technique**
- **If You Are Intimidated, Look Over the Audience's Heads**

Use Your Voice

- Use Different Pitches
- Use Inflections for Emphasis
- Be Sure to be Loud Enough --
Learn to Use a Microphone
Correctly
- Change Your Rhythm



Use Appropriate Language for the Audience

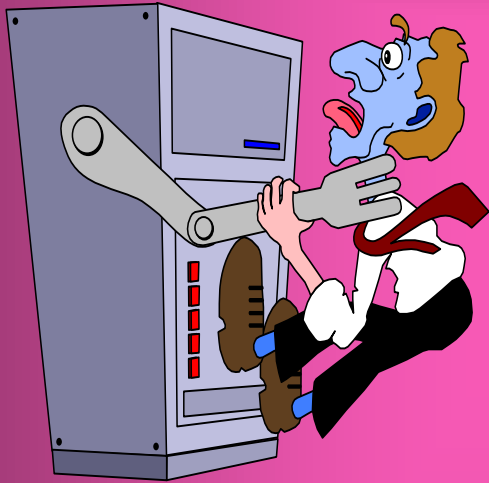
- **Talk Clearly and Slightly Slower**
- **Keep Away From These Awgly Words:**
 - **“AHHH”**
 - **“LIKE”**
 - **“And AH”**
 - **“YOU KNOW”!!**
- **Use Pauses instead of Non-Words**

Use Appropriate Language for the Audience



- **Stay Away From**


Technical or Fashionable Words that most People would not understand.



Use Humor

- **Use Personal Stories**
- **Use Humor that is Relevant to Your Audience**
- **Beware of Jokes, They Can Easily Be Insulting to Someone**

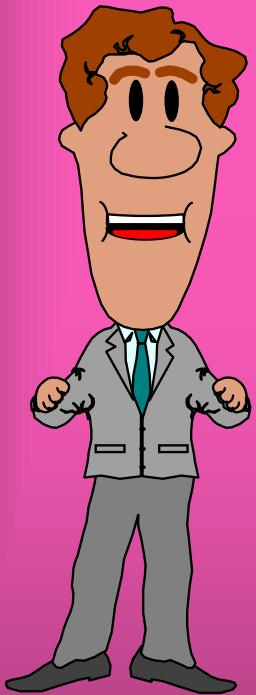
**THIS IS THE BEST
PRESENTATION THAT
HAS EVER BEEN
DONE!!!!**

- 
- **Be Confident**
 - **Be Enthusiastic**



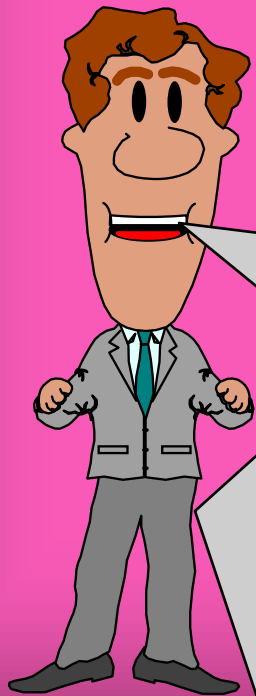
- You Are the EXPERT -- Show It!!
- Give Examples, Repeat Questions
- Pace Your Information, Have a Flow.

THIS IS THE BEST PRESENTATION THAT HAS EVER BEEN DONE!!!!



- **Use Visuals**
- **Speak to (with) the Audience**
- **Be Smooth**

**SO YOU WANT THIS TO
BE THE BEST
PRESENTATION THAT
HAS EVER BEEN
DONE!!!!**



***PRACTICE, PRACTICE,
AND PRACTICE!!!!!!***

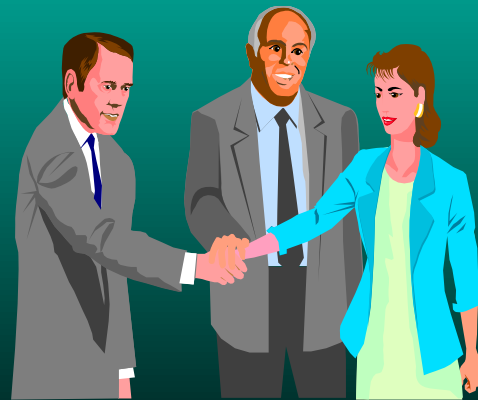
PREPARING FOR THE WORK WORLD

- **TIPS ON MEETING PEOPLE**
- **INTRODUCING YOURSELF**
- **AND INTRODUCING OTHER
PEOPLE TO EACH OTHER**

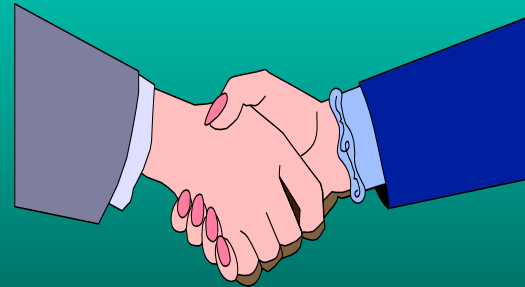


TIPS ON MEETING PEOPLE

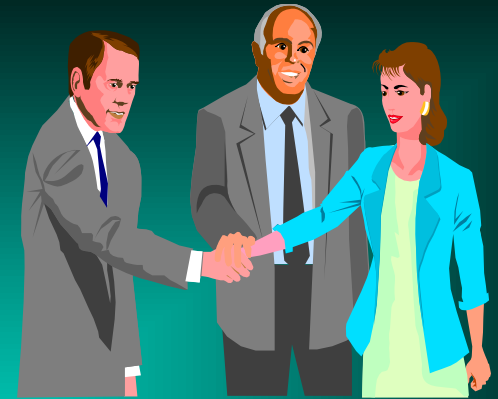
- **1st Appearances Count**
- **Look at the Person in the Eye When You are Being Introduced**



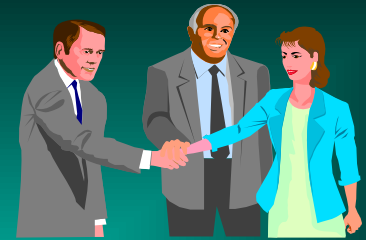
- **Shake the Person's Hand Firmly**
 - Don't Use the Dead Fish Handshake
 - Don't Hurt the Person
- **Match Your Grip With the Other Person's Grip**



- **Stand Straight**
- **Don't Fidget**
- **Keep Your Hands Out of Your Pockets**
- **Use A Business Card If You Have One**
- **Look at the Business Card If You Are Given One**



- Listen -- Paraphrase Back What They Say
- Ask Questions That Can Not Be Answered With A **YES** or No Answer.



- **End the Conversation With Class**
 - **I Have a Meeting**
 - **I Would Like to Talk to You About that Later**
- **Introduce the Person to Someone With Similar Interests**



Introductions

- **1st -- Highest Ranking Business Official**
- **2nd -- Age**
- **3rd -- Female First**
- **If You Forget the Names -- Say,
–“I’m Sorry, Your Name Was ---”**
- **If You See The Introducer is having
Trouble Remembering Names, Help
Out By Offering Yours.**



THIS PRESENTATION DEMONSTRATED

- HOW TO ORGANIZE THE PRESENTATION
- TIPS ON PRESENTING
- TIPS ON MEETING AND INTRODUCING YOURSELF AND OTHER PEOPLE



PREPARING FOR A PRESENTATION

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