

PROJECT PRESENTATIONS

1. Plan your presentations.

Effective presentations have good structure. The structure will help you with recall and more importantly, will help your audience follow your presentation. Here's a simple but effective structure:

- **Introduction.** Present the big idea. What is the major challenge or opportunity you want to see your audience to think about?
- **Body.** Give your audience three practical action steps to achieve the big idea.
- **Conclusion.** Restate the big idea and summarize the action steps.

2. Arrive early.

It is a good practice to arrive early and check out the equipment to make sure that things such as your microphone, PowerPoint, remote, and projector are working properly.

3. Keep the focus on you (not your slides).

Many presenters make the mistake of putting too much text on their slides. The audience spends more time reading the slides than making eye contact with you—the presenter.

4. Use an outline (not a script).

If you want to connect better with your audience, use a conversational style. Presenters who read their presentations seem boring. Try using an outline for the majority of your presentation rather than a script. It's fine to read quotes and book excerpts to illustrate a point.

5. Practice the presentation.

Just because you've developed your slides and your outline does not mean you are prepared to give a killer presentation. Walk through the presentation – talk it out – get comfortable with the delivery. Think about the speed, the tone, and the parts you wish to emphasize.

6. Make eye contact.

Remember – use a conversational style. Look into the audience and make sustained, focused eye contact with individuals for 3 to 5 seconds. This one habit can transform your audiences into engaged participants.

7. Use visuals.

One of the most powerful presentations I've ever seen was about fifteen years ago. I will never forget it. The presenter used humorous clips from the Road Runner Cartoons to illustrate risk management principles. She could have simply told the Road Runner stories, but the visuals made the presentation more engaging and memorable.

8. Keep your slides simple.

The slides supplement what I'm saying (not the other way around). When I create slides with bullets and text, I keep each line short. I also limit the number of bullets to 3.

9. Use stories and analogies.

Instead of numbers and statistics tell stories to engage your participants. Stories give context and people remember stories much better than numbers and boring facts.

10. Provide a copy of your presentation.

Shortly into my presentation, I say to my audience, "Hey, at the end of this presentation, I will tell you how you can get a handout containing the key points of today's presentation."

Keep in mind, my slides are mostly images (not notes). Therefore, I create a separate handout with the details. At the end of the presentation, I either have copies that participants can pick up or I provide a URL where they can download the handout from my DropBox.

LANGUAGE FOR PRESENTATIONS

Greeting the audience

- Good morning/afternoon, ladies and gentlemen.
- Good morning/afternoon, everyone.

Expressing the purpose

- My purpose/objective/aim today is...
- What I want to do this morning/afternoon/today is...
- I'm here today to...

Giving the structure

- This talk is divided into four main parts.
- To start with/Firstly, I'd like to look at...
- Then/Secondly, I'll be talking about...
- Thirdly...
- My fourth point will be about...
- Finally, I'll be looking at...

Giving the timing

- My presentation/talk/lecture will take/last about 20 minutes.
- My presentation/talk/lecture will take/last about 20 minutes.

Handling questions

- At the end of my talk, there will be a chance to ask questions.
- I'll be happy to answer any questions you have at the end of my presentation.

Visual aids

- As you can see here...
- Here we can see...
- If we look at this slide...
- This slide shows...
- If you look at the screen, you'll see...
- This table/diagram/chart/slide shows...
- I'd like you to look at this...
- Let me show you...
- Let's (have a) look at...
- On the right/left you can see...

Transitions

- Let's now move on to/turn to...
- I now want to go on to...
- This leads/brings me to my next point, which is...
- I'd now like to move on to/turn to...
- So far we have looked at... Now I'd like to...

Giving examples

- Let me give you an example...
- such as...
- for instance...
- A good example of this is...

Summarising

- What I'm trying to say is...
- Let me just try and sum that up before we move on to...
- So far, I've presented...

Digressing

- I might just mention...
- Incidentally...

Summing up

- Summing up...
- To summarise...
- So, to sum up...
- To recap...
- Let me now sum up.

Concluding

- Let me end by saying...
- I'd like to finish by emphasising...
- In conclusion I'd like to say...
- Finally, may I say...

Closing

- Thank you for your attention/time.
- Thank you (for listening/very much).

Questions

- If you have any questions or comments, I'll be happy to answer them now.
- If there are any questions, I'll do my best to answer them.
- Are there any more questions?