

# How to Make A Presentation

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# Purpose of Presentation

1. To communicate
2. To communicate
3. To communicate

# Ten Commandments

1. Thou shalt not copy and paste!
2. Thou shalt not echo what is on the screen!
3. Thou shalt not read your speech note word by word! Use your own words and simple sentences instead
4. Thou shalt have a logical order!
5. Thou shalt not constantly flip slides back and forth! Have one but only one subject on each slide instead
6. Thou shalt have clean and simple slides! Use big fonts and clear pictures
7. Thou shalt not have lots of text on each slide! Use charts, diagrams and pictures instead
8. Thou shalt speak clearly, confidently, concisely, and not too fast!
9. Thou shalt make eye contact and build a rapport with your audience! Get them involved by asking & encourage questions
10. Thou shalt prepare and practice beforehand!