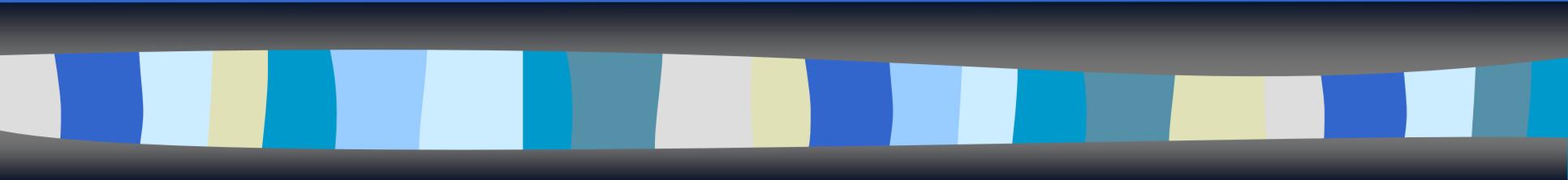


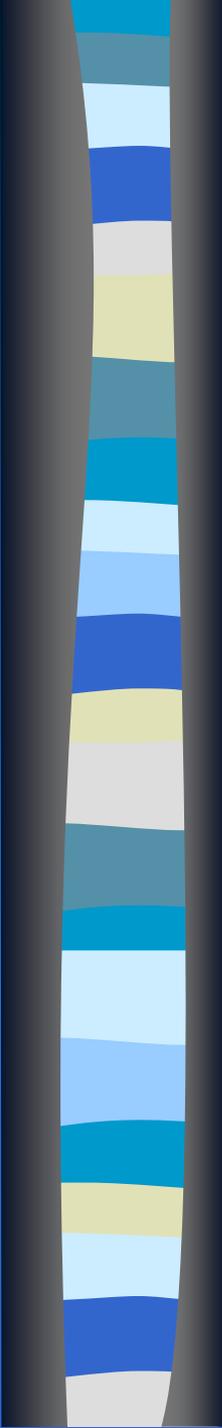
Presentation Tips

A decorative horizontal bar with a wavy, ribbon-like appearance, featuring a variety of colored segments including shades of blue, teal, yellow, and light blue.

RHR Consortium

Monitoring and Evaluation Tool Kit

Sharing Project Information –
Professional Presentations

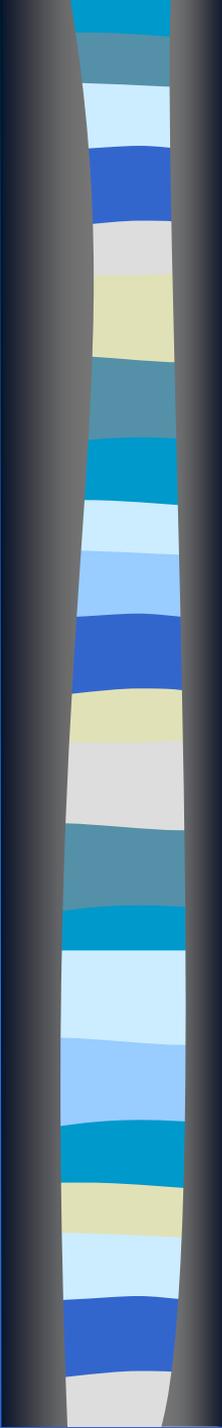


Learning objectives

At the conclusion of this presentation, the audience will:

- Know 3 good things to do during a presentation
- Know 3 bad things to avoid during a presentation

This presentation has examples of good and bad slides. Which are which?



When you speak

- Speak slowly
- Look at your audience
- Don't **read** your presentation
 - Practice enough so you don't have to read
- Practice with microphone

When preparing slides

- It is not a good idea to write long sentences on a slide. People will not read the slide. They will not be able to see the words on the slide. They will not be able to read the slide for themselves. They don't need you.
- Instead, use brief bullets to illustrate point
- Then, add oral information as needed

Do NOT put this much text on a slide!

When preparing slides

■ Use big font size

- This is 36 point
- This is 32 point
- This is 28 point
- This is 20 point

■ Use clear font styles

- This is Arial
- This is *Blackadder*

Use 36 or 32 point text, and use Arial or other clear font.

Conference presentation guidelines

Misspelled word

Text too small

Now it's your turn. You're giving a presentation in front of colleagues and strangers. You're excited and nervous. Your work deserves to be presented well and the audience deserves a good, clear presentation.

Using good visual aids during an oral presentation serves several purposes. They illustrate the points made in the talk. They help the audience follow the presentation. They provide a visual complement to the spoken words. They help the presenter keep on track. They hold the audience's interest.

Poorly designed visual aids confuse the audience. As they peer at the slides, they miss what the speaker is saying. They miss the main point.

Note: There are many ways to make a presentation more appealing. For example, using a variety of visual aids can help. However, if you must pay attention to the importance of the content, the importance of the content is the most important.

How can you clarify your presentation?

What is wrong with this slide?

Too many words

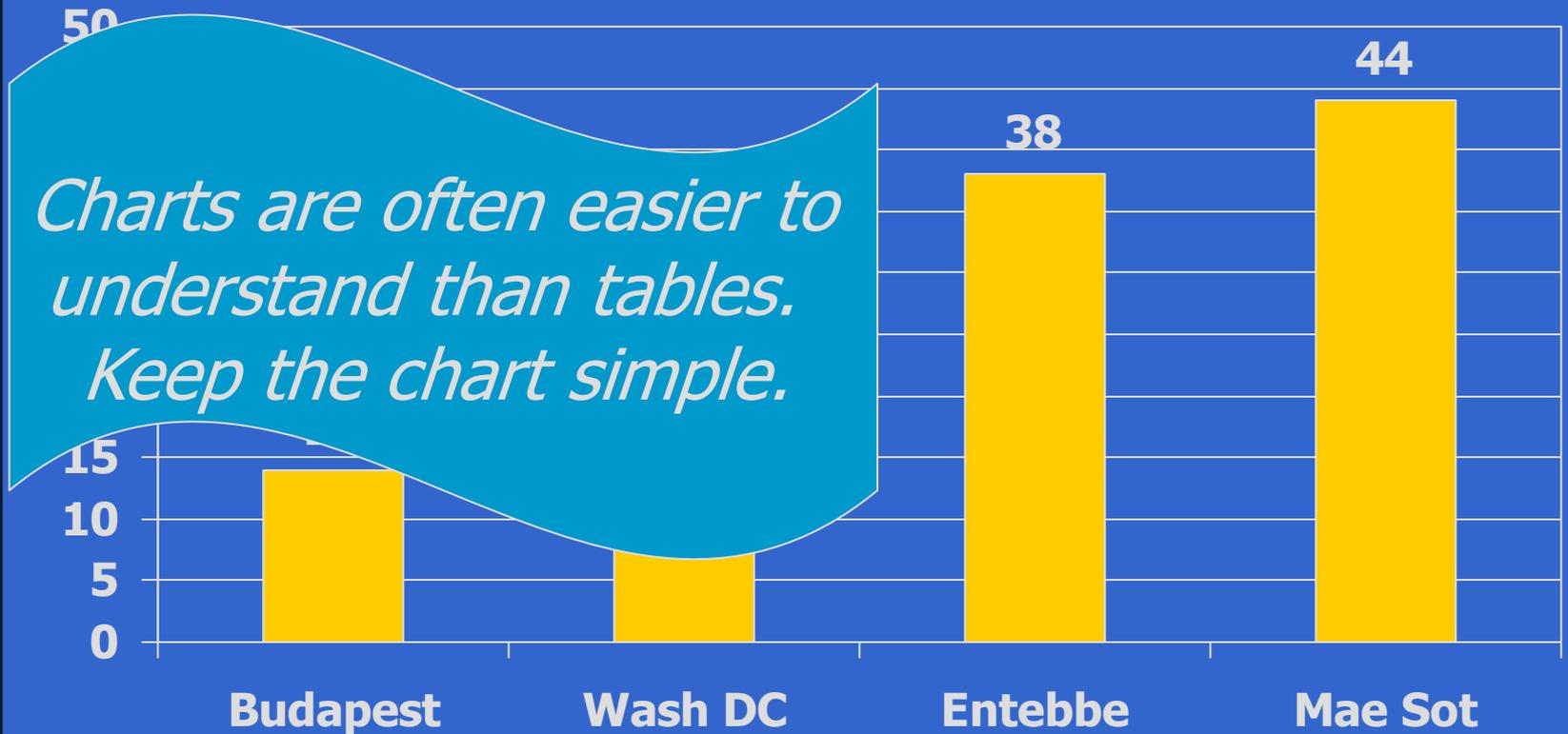
These Guidelines offer suggestions on creating effective slides and transparencies as visual aids.

M&E Program Workshops

	Budapest	Wash DC	Entebbe	Mae Sot
Participants	44	32	38	44
Products				
Hours				
Topics	Causal pathway	Conference EpiInfo		Workshop Action Point
Evaluation Results	Excellent	Excellent	Excellent	?????

*This table might be OK in a report, but it is **much** too detailed for an oral presentation. See next slide for a better suggestion.*

Number of M&E Program Workshop Participants



When preparing slides

■ Use visible colors

- Light on dark
- Dark on light
- Need **contrast**
- Not **blue**, **green**, **black**, **red** on **dark**

*This is a dark background, so white or **yellow** letters are best.*

When preparing slides

■ Use visible colors

– Use dark on light

– Use blue, green on light

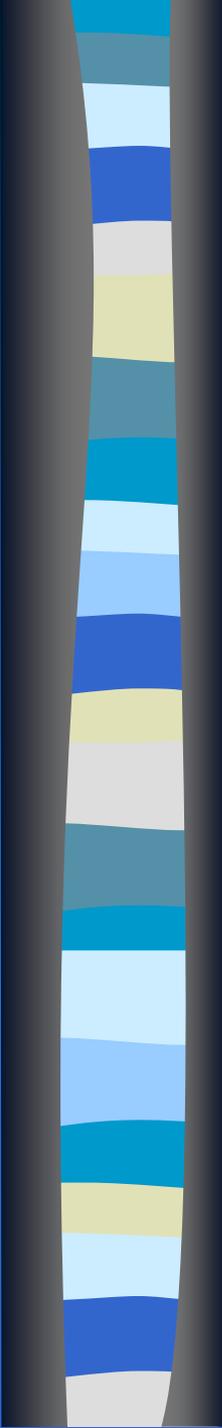
– Not , yellow, pink on light

This is a white background, so black or other dark letters are best.

When preparing slides

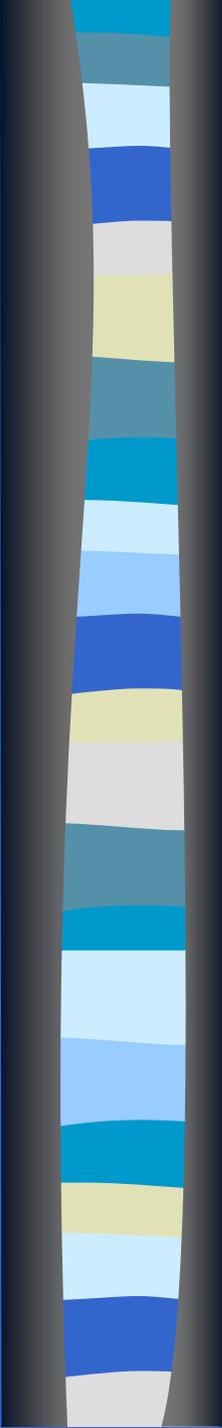
- Don't **overdo** animation
- Too much animation distracts from your explanation
- Animation should **add** to your talk

*This slide has
TOO MANY effects!*



Handouts ... or not ???

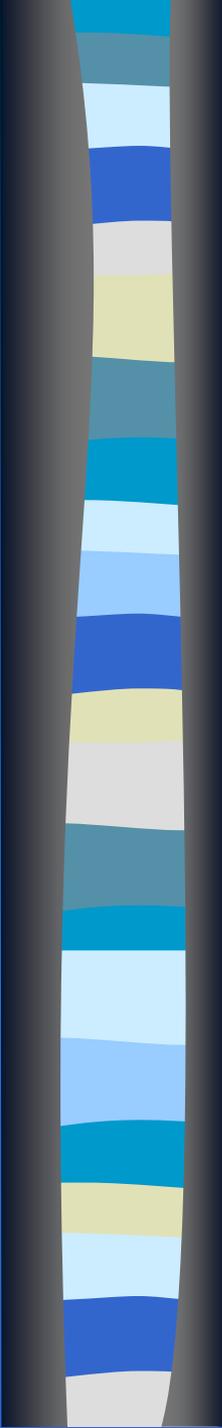
- Not required, but useful
- Often requested by audience
- You can hand out
 - PowerPoint handout
 - Narrative project summary (1-2 pages)
 - Full project report
 - Contact information
- Plan on 25-50 copies



During your presentation

- ***KEEP TO TIME !!!!!***
- **Moderator will tell you when to stop**
 - 5 minute warning
 - 2 minute warning
 - 1 minute warning

*Then you **must** stop.*
- ***PRACTICE !!!!***
 - With friends
 - In front of a mirror



When you are well-prepared

- The audience will learn from you
- You will enjoy giving your presentation!