

Presentation Tips



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 a bad idea to write long sentences on a slide. If you read the text on the slide, you will not need me. They can read the slide for themselves. They don't need you.
- Instead, use brief bullets to illustrate points.
- Then, add oral information as needed.

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 examples of signs that are poorly designed.

What is wrong with this slide?

How can you

or conference: content and presentation. If you must pay attention, the importance of a clear presentation is often overlooked. A poorly designed presentation is a disservice to the audience.

Clarify your presentation

Too many words

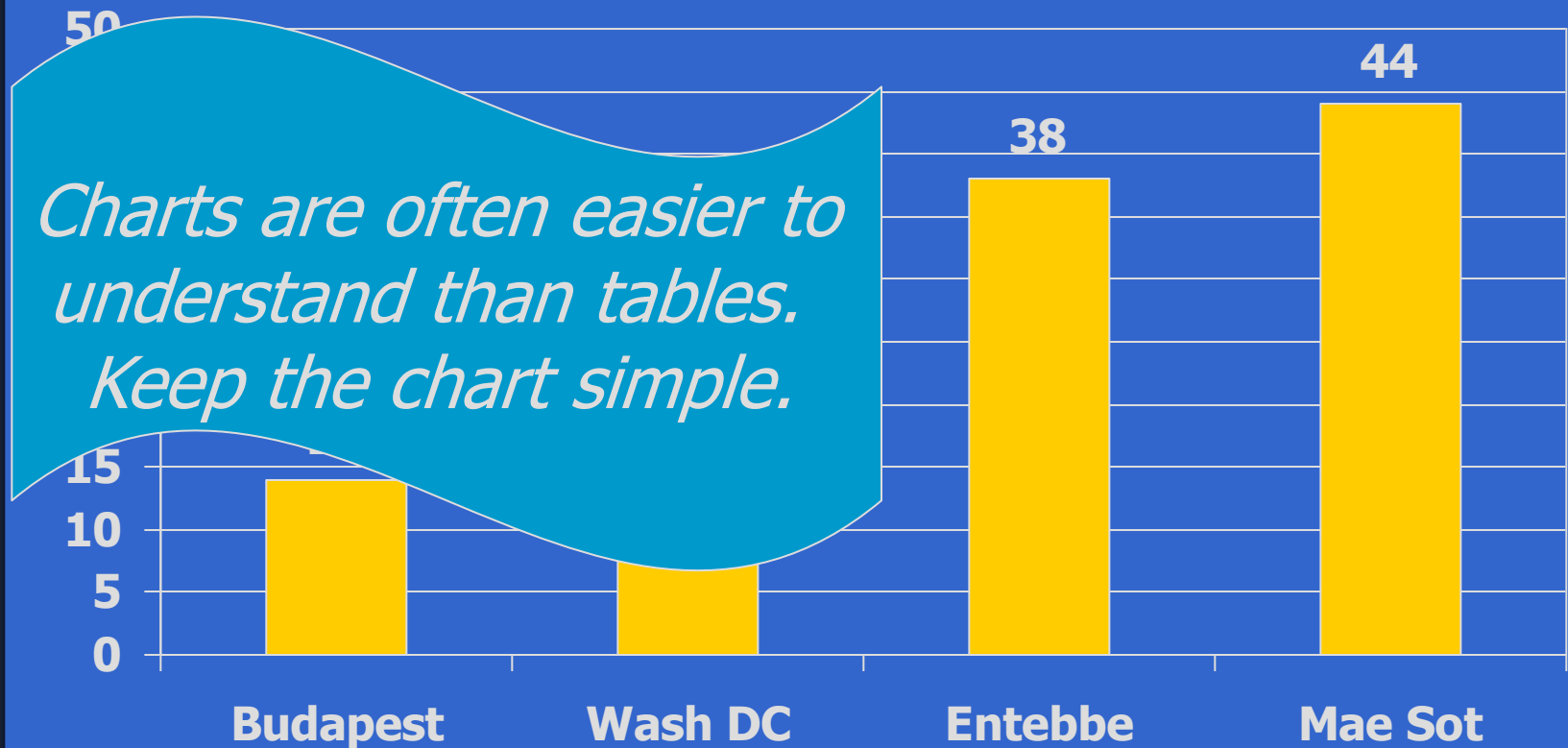
These Guidelines offer suggestions on creating effective slides and transparencies as visual aids.

M&E Program Workshops

	Budapest	Wash DC	Entebbe	Mae Sot
Participants	44	32	38	44
Purpose	Identify causal pathway	Conference	Conference	Conference
How	Workshop	Workshop	Workshop	Workshop
Tools	CAusal pathway	ConfereEpiInfo	ConfereEpiInfo	ConfereEpiInfo
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, red 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!