

# Preparing a successful presentation



# Content



Presentation Strategy



Presentation skills:  
Body language in the presentation




Presentation Structure



Handling the questions

# Presentation Strategy

 Define the purpose of the presentation

 Be clear about your objective - to motivate, inform, persuade, teach etc

 Explore the audience & their expectations

 Tailor your presentation according to the audience

 Research your topic thoroughly

 Be concrete, specific, practical & relevant

# Practical task

# 5



Think about what you learned during the summer school.



Discussing in a group write up to 5 key experiences which deepened your competencies

4

# Presentation Structure

 Organize material structurally

 Think on how you can hold the attention

 Don't assume that information will speak by itself

 Audience might interpret information in different ways

 How can you justify your ideas



# Introduction to the presentation

# 4

## STEPS TO BE TAKEN :

To welcome

To present the topic

To introduce the structure of the presentation

To specify time for questions

# 3

# Practical task



Discussing in a group write the purpose of your presentation



Write the content of the presentation



Briefly introduce your results





# Interpretation of the presentation

## 3

- Slides templates and sizes
- Rule "4x4" (The less text is better)
- "Inverted Pyramid" method

## 2

- The importance of titles
- Focus on spelling quality

## 3

- Presentation language
- Avoid complex, specific terminology
- Visual material

## 2

- Time to understand slides
- In the event of a full accident

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# The Ending of the presentation

## 3



Repeat the main topic or the thesis



Answer the questions if such has been



If the statement is not clear repeat it and explain again



# Checklist for effective presentation

- Start preparing early, don't wait for the last minute
- Determine presentation purpose
- Use effective introduction (tell a story)
- Organize your presentation clearly & simply
- Use visual aids to the presentation
- Think about your audience
- Create an effective conclusion
- Practice – it improves presentation

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