

Presentation Basics

It's all about preparation. What do you have to consider before your presentation?

1. Purpose

What do you want to achieve?
How will your listeners benefit from your presentation?
Do you only want to inform them?

2. Audience

How many people will attend?
What mood will they be in?
Are they experts or non-experts?

3. Structure

How long will the presentation be?
Do you have an introduction?
Do you have a structure?
Do you have supporting points and evidence?
Do you have a good conclusion?
Do you know how you will deal with questions?

4. Slides

Do all slides match?
Does each slide have something important to say?
Have you included pictures?
Have you included the right amount of information?

5. Venue, equipment and hardware

What is the size of the room?
What are the seating/lighting arrangements?
Which hardware will you use for your presentation?
Will your laptop hook up to the projector?
Have you made emergency backups?

6. Performance

Have you practised your presentation?
Have you practised your body language?
Have you practised your pace and timing?
Have you practised using your voice?