

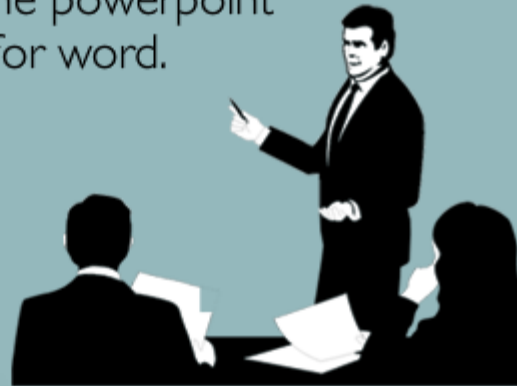


Presentations
by Vlad Ungureanu

What you need to know

- Preparation
- Presentation
- Practice
- Tips & Tricks

For my presentation today, I'll
be reading the powerpoint
slides word for word.



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- Create a speaking plan based on actual, real documentation
- Use it to plan your slides
- Chose the key points you want to share and make sure they have a slide
- Chose the most relevant visual element for that slide: image, data, statistics
- If something is original and new, it deserves a slide
- All slides hold the same importance for the presentation

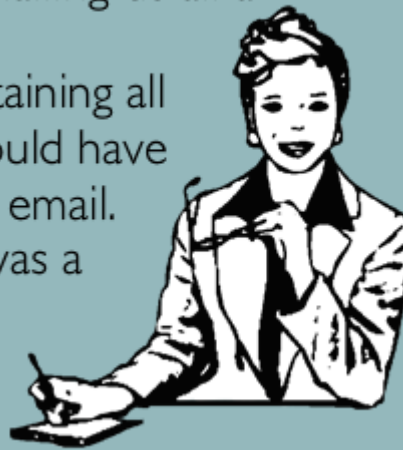
- Know what comes next
- Rehearse in order to sink slides and ideas
- Understand your target audience and dress according to the setting
- People with same values dress similar and have similar gadgets
- Test hardware beforehand and have at least 2 contingency plans

- Try to fit everything in 10~20 slides
- Slides should contain specific data and relevant images/visual queues
- The idea of a slide should be resumed in 15 words. If it takes more you need to split the content
- Slides help you tell your story, they are not the story
- Slides should contain at least a key point
- Pictures are worth a 1000 words
- Stick with a theme and consistent formatting

- Introduction yourself
- Tell the people that the presentation is about
- Content description follows the format:
 - The problem
 - The current situation
 - The ideal situation
 - How you can solve that problem
- Show the contents page so that people know what to expect

- After you change a slide let the audience have time (2-5 seconds) to see
- Each slide should get the same screen time
- Stay a while longer on the resume page
- Q&A could a nice slide with your logo on it, people will see it
- Only do Q&A if you think there is value in it (usually KS presentation need this)

Thank you for emailing us all a huge Powerpoint presentation containing all the words you could have easily typed in an email. The comic sans was a nice touch.



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- Have at least a contingency plan for your slides
- Don't read the slides
- Don't overload the slides
- Don't be funny on every slide. If you don't know how to be funny, don't try to be
- If you switch slides too fast people will be forced to move their eye from you to slides several times
- Avoid offensive and non-ethical visual elements
- Don't turn your back to people

THANK YOU!

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