

# Effectives Presentation Skills

Author:

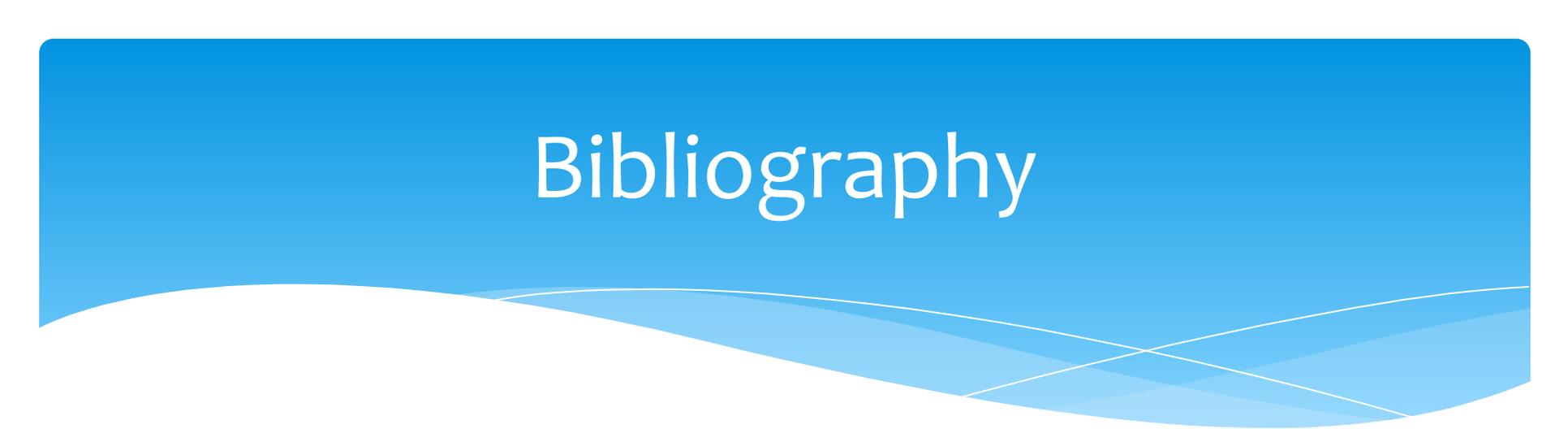
# Summary

The image features a solid blue header at the top. Below the header, there are several overlapping, wavy, semi-transparent blue shapes that create a layered, wave-like effect across the upper portion of the page. The rest of the page is plain white.

# Conclusion

Do your best and be successful

# Bibliography

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# PLAN

- \* Making Power Point Slides
- \* Speaking skills
- \* Funny training

# PURPOSE RELEVANCE

If you want:

- \* Career opportunities
- \* Chief respect
- \* Present-day level skills

# 1. Making presentation

- \* Slide structure
- \* Fonts
- \* Colour
- \* Background
- \* Graphs

# Correct Slide Structure

- \* Use 1-2 slides per minute of your presentation
- \* Write in point form, not complete sentences
- \* Include 4-5 points per slide
- \* Avoid wordiness: use key words and phrases only

# Wrong Slide Structure

- \* This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

# Correct Fonts

- \* At least - 18-point font
- \* Secondary points – 24 font
- \* Title – 36 font
- \* Times New Roman or Arial

# Wrong Fonts

- \* If you use a small font, your audience won't be able to read what you have written
- \* CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ
- \* **Don't use a complicated font**

# Correct Colour

- \* Use a colour of font that contrasts sharply with the background
  - \* Ex: blue font on white background
- \* Use colour to reinforce the logic of your structure
  - \* Ex: light blue title and dark blue text
- \* Use colour to emphasize a point
  - \* But only use this occasionally

# Wrong Colour

- \* Using a font colour that does not contrast with the background colour is hard to read
- \* Using colour for decoration is distracting and annoying.
- \* Using a different colour for each point is unnecessary
  - \* Using a different colour for secondary points is also unnecessary
- \* Trying to be creative can also be bad

# Correct Background

- \* Use backgrounds such as this one that are attractive but simple
- \* Use backgrounds which are light
- \* Use the same background consistently throughout your presentation

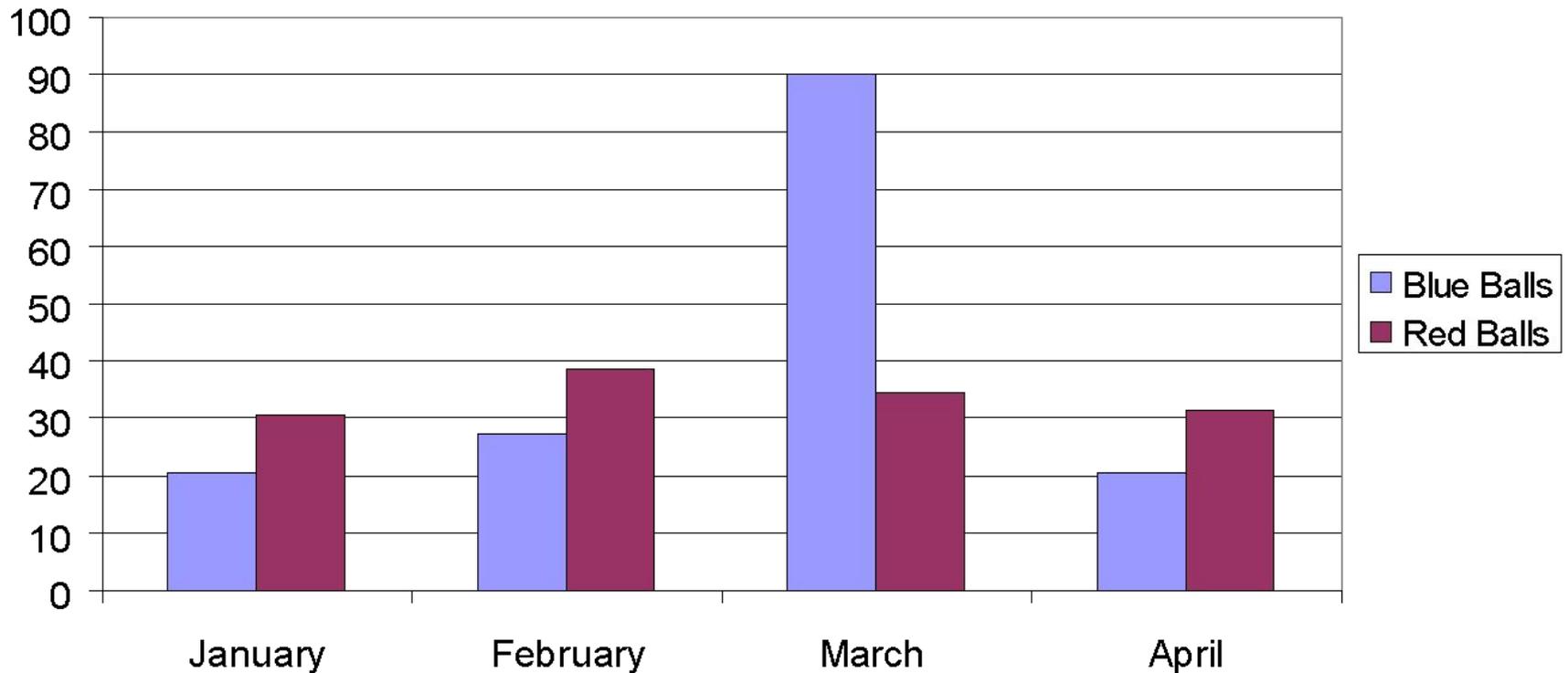
# Wrong Background

- \* Avoid backgrounds that are distracting or difficult to read from
- \* Always be consistent with the background that you use

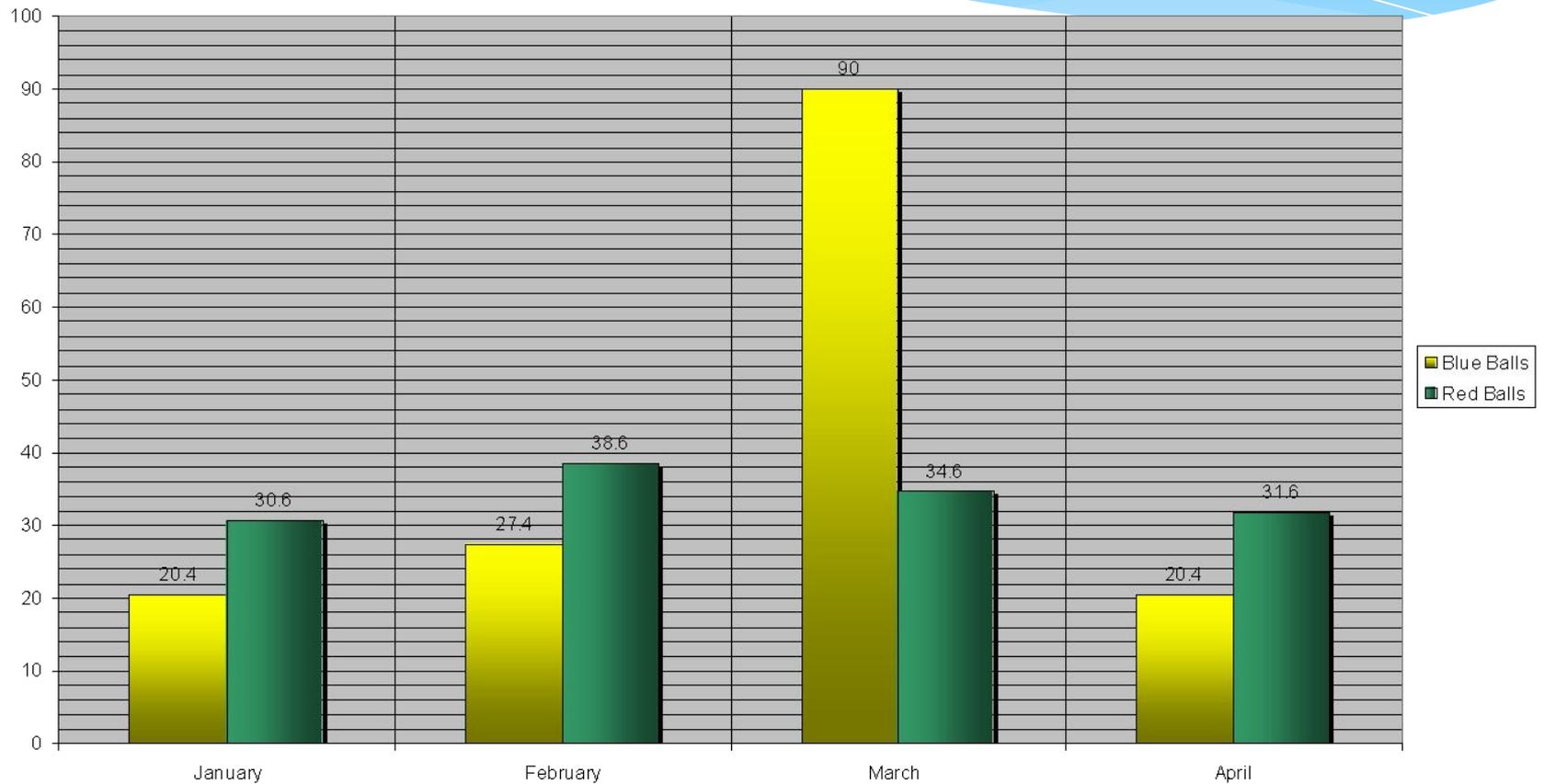


# Correct Graphs

## Items Sold in First Quarter of 2002



# Wrong Graphs



# Spelling and Grammar

- \* Proof your slides for:
  - \* spelling mistakes
  - \* the use of of repeated words
  - \* grammatical errors you might have make
- \* If English is not your first language, please have someone else check your presentation!

## 2. Presentation skills

*Those are some bad examples we  
may have in a presentation.*

*Note that don't repeat those mistakes!*

### 3. How many mistakes...

Booher Consultants  
presents

## **Presentation Pitfalls**

**Don't Let This Happen to You**

A vibrant bouquet of flowers in shades of pink, blue, and orange against a white background. The flowers are stylized with a soft, painterly texture. The pink flower is the largest and most prominent, with a yellow center. The blue and orange flowers are also large and detailed. The background is a clean, bright white.

Thank you for

**YOUR  
ATTENTION!**