



Recommendations for giving effective presentation

- Choose visuals to support the presentation.
- Have a simple, clear structure.
- Show enthusiasm.
- Use PowerPoint.
- Making informal presentations.
- Consider the audience.
- Dealing with the nerves

Match the recommendations above to the following:

- 1) The key to a successful presentation is to keep things simple. Try to stick to three points: give an overview of the points, present them to the audience, and summarize.
- 2) I got very nervous when I speak in public. I handle my nervousness by trying to think that I am speaking to a single person.
- 3) Try very hard for people to enjoy my presentation by showing enthusiasm on the subject and by being sincere.
- 4) Power point and slide presentations work well when I'm selling a product or an idea to large groups.
- 5) The kind of audience dictates the type of message and the formality of the presentation.
- 6) I like transparencies or flipping charts in small presentations, including one-on-one presentation where the audience is part of the actual process. They allow me to be informal .
- 7) When I make presentation, I use the visuals as the outline. I will not use notes. Visuals best support my message.

LET'S TALK

1) **Discuss the importance of the seven points for an effective presentation.**