

**BE A BETTER PRESENTER,
MAKE BETTER PRESENTATIONS**

**CREATE YOUR
POWERPOINT**

**HONE
YOUR
SKILLS**

TECHNICAL PREPARATIONS

TAKEAWAYS AND RESOURCES

**CREATE YOUR
POWERPOINT**

**KNOW YOUR
AUDIENCE**

**THINK LIKE
YOUR AUDIENCE**

APPROPRIATE TERMINOLOGY

**ONE IDEA
PER SLIDE**

LESS = MORE

SPEAKER'S NOTES

FONT SELECTION

COLORS

**CONTRAST
(READABILITY)**

USING PICTURES

**NO CLIP ART,
PLEASE!**

INFOGRAPHICS?

YES!

**ANIMATION IS BEST
WHEN VIEWED ON
THE CARTOON NETWORK**

**PUT IT ALL
TOGETHER**

SUCCINCTLY

**READY TO
PRESENT?**

WHY AM I HERE?

TIME

TIMING
(PACE)

UM... UH...

OUTSIDE VOICE

**DON'T
LOOK
BACK!**

HAND GESTURES

PRACTICE

PRACTICE

PRACTICE

PRACTICE

PRACTICE

MORE PRACTICE

INSIDE JOKES

INSIDER REFERENCES

Q&A TIME

**REPEAT
QUESTIONS**

TECHNICAL PREPARATIONS

**KNOW YOUR
EQUIPMENT**

COMPUTER

PROJECTOR

CABLES

MICROPHONES

CLOCK APP

BIT.LY

VS.

HANDOUTS

**POWER
EXTENSION CORD**

RESOURCES

HOW POWERPOINT MAKE S YOU
STUPID: THE FAULTY CAUSALITY,
SLOPPY LOGIC, DECONTEXTUAL-
IZED DATA, AND SEDUCTIVE
SHOWMANSHIP THAT HAVE TAKEN
OVER OUR THINKING

FRANCK FROMMER (2012)

IF I UNDERSTOOD YOU, WOULD I
HAVE THIS LOOK ON MY FACE?
MY ADVENTURES IN THE ART AND
SCIENCE OF RELATING AND
COMMUNICATING

ALAN ALDA (2017)

QR CODES KILL KITTENS: HOW TO
ALIENATE CUSTOMERS, DISHEARTEN
EMPLOYEES, AND DRIVE YOUR
BUSINESS INTO THE GROUND

SCOTT STRATTEN (2014)

HOW TO CREATE A GREAT POWERPOINT PRESENTATION

ERIC MARKOWITZ @ INC.COM
(FEBRUARY 2011)

YOU COULD BE A BETTER
PRESENTER, HERE'S HOW

HARRIET CUMMINGS @
DISTILLED.NET (AUGUST 2014)

10 TIPS ON BECOMING A BETTER PRESENTER

WENDY RUSSELL @
THOUGHTCO.COM (JULY 2017)

QUESTIONS?