

Building Engaging Presentations

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General Speech Guidelines

- Speak clearly
- Don't apologize unnecessarily
- Vary your tone
- Avoid filler words
- Be aware of non-verbal communication

Presentation Tips

- Show examples
- Have notes for yourself to follow, if needed, but don't just narrate slides
- Practice the presentation so you feel comfortable
- If you didn't create the presentation, find ways to make it your own
- Create a theme for your presentation that suits your topic





Clarity

- As you make your presentation, decide what the most important take-aways are
- Don't speak too quickly
- Don't use a lot of technical language without explaining it

Remember the Audience

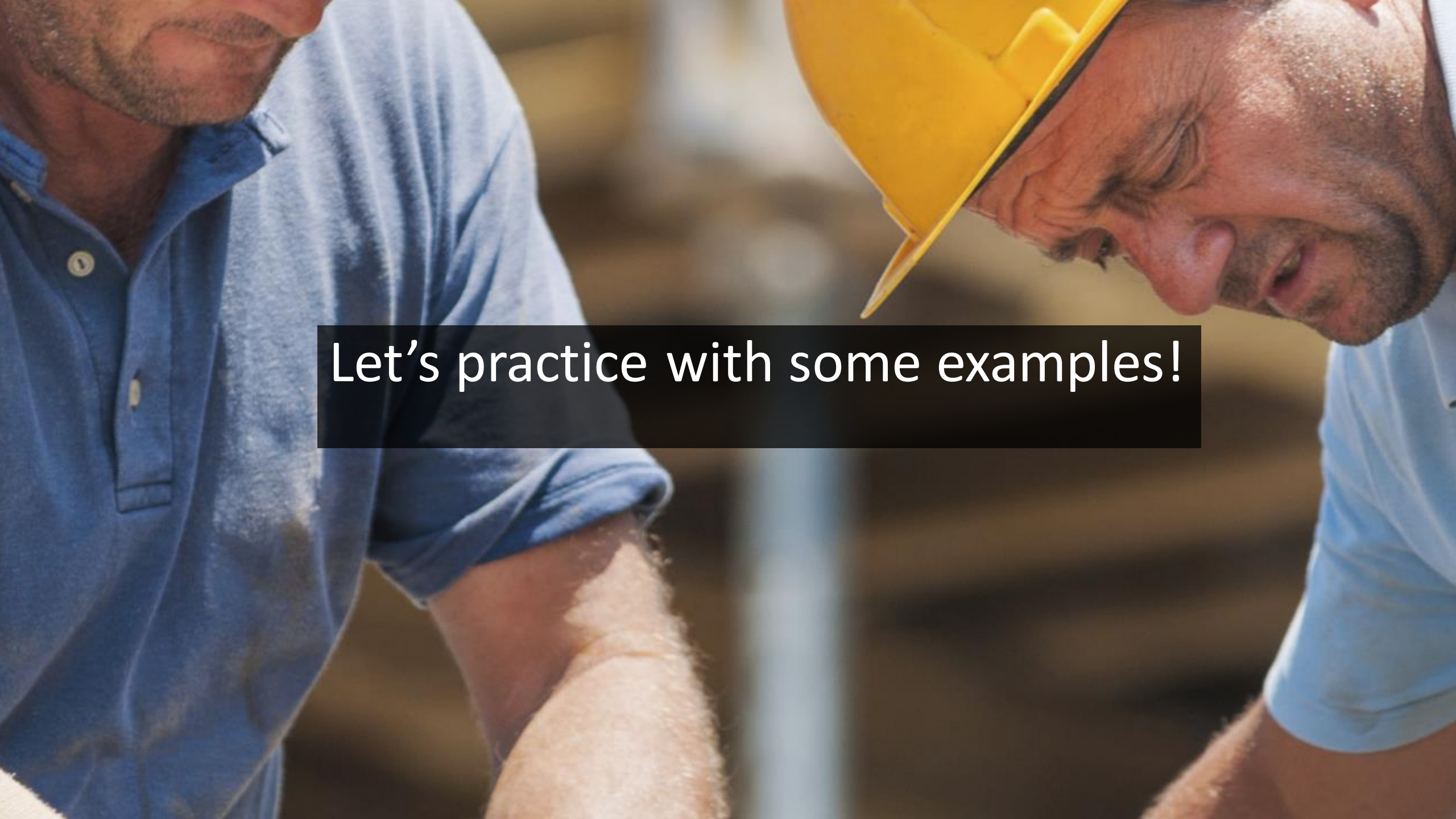
- Has your audience heard of your topic before?
- What are they prepared to hear about?
- How much do they already know?
- Outside party? Fellow staff members?



Audience Interaction



- Ask for responses
- Stop sharing your screen so people can see you face
- Provide open ended questions as a part of your presentation

A close-up photograph of two men in a workshop or construction setting. The man on the right is wearing a yellow hard hat and a light blue shirt, looking down with a focused expression. The man on the left is wearing a blue polo shirt and is also looking down. A black rectangular box with white text is overlaid in the center of the image.

Let's practice with some examples!



- Example 1: Presentation at a garden club meeting



Introduction

I think that flowers are really important. I have grown flowers my whole life and I hope I can teach you more about them today. You might have several questions: How do I grow plants better? How can I learn more? Are there classes I can take?





- Strengths: Knows the audience
- Problems: Just narrates the slides, apologizes, no clear point



- Example 2: Quarterly report for a bank

MY LOVE OF MARVEL

Iron Man

- Rich
- Powerful
- Smart

Black Panther

- Good leader
- Royal
- Good son and brother

Thor

- Funny
- Romantic
- A god



- Strengths: Confident speaker, engages audience
- Problems: No presentation theme, inappropriate topic

Summary

- Use general speech guidelines
- Don't narrate slides
- Provide opportunities for interaction
- Remember your audience
- Be clear about what you want your audience to know

QUESTIONS?

