

25+ IDEAS FOR EFFECTIVE PRESENTATIONS

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In General:

1. To feel more confident, be prepared.
2. Practice out loud, in the posture (either sitting or standing) in which you will deliver your presentation.
3. Your presentation begins the minute you are visible to your audience.

Nonverbal Communication:

4. Keep in mind, up to 93% of your effectiveness may be nonverbal communication.
5. The larger the audience, the larger your gestures.
6. Make gestures specific and consistent with your words.
7. Keep both feet flat on the floor, with your weight evenly distributed.
8. Hold eye contact for a minimum of three to five seconds per person.
9. Finish a sentence before moving your eye contact to the next person.
10. Smile, but only when appropriate.
11. Be as well dressed as the best-dressed person in your audience.
12. Make smooth gestures, not sharp, jerky movements.
13. Move deliberately, avoiding back and forth pacing.



Organizing a Presentation:

14. Use an outline when preparing a presentation.
15. Start off with an interesting, attention-getting opening.
16. Use examples, analogies or stories to keep the audience interested.
17. Quote sources and references for greater credibility.
18. Number main points to facilitate the audience's comprehension.



Vocal Effectiveness:

19. Make sure to pronounce the "d", "g" and "ing" at the ends of words.
20. Drop vocal pitch for more authority.
21. Eliminate fillers and non-words, e.g. uh, ah, um, you know, now, and, etc.
22. Be careful not to use jargon your audience may not understand.
23. Speak with animation and inflection, not in a monotone.

Visual Aids:

24. Effective visual aids increase the likelihood of your message being remembered by as much as 50%.
25. Prepare them in advance.
26. Each visual should communicate a single idea.
27. Remember the 7/7 rule: no more than 7 lines of information or 7 words per line.
28. Talk to your audience, not your visual aid.
29. Use the hand closest to the visual aid for pointing.



