

EFFECTIVE PRESENTATION TIPS



NOSM U CEPD
TIP SHEET



Storyboard your content.

Use a white board to visualize how the slides will progress. What key points do you want to focus on? How will your points flow into one another?



Use the 10-20-30 rule.

Use 10 slides, keep your presentation to 20 minutes. Don't use font smaller than size 30.



Start with a bang.

Get the audience invested and interested with a unique opening: a striking fact, an anecdote, or another creative approach.



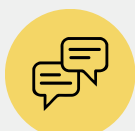
Use visuals.

Research shows we learn and retain information better when information is conveyed with both text and visuals. Carefully select images that enhance your message.



Keep text minimal.

Avoid overloading your slides with text. Use bullet points instead of long paragraphs and keep slides uncluttered.



Rehearse, but avoid being too formal.

Practice your speech ahead of time, but allow for spontaneity in your delivery. Move around the stage, make eye contact, and show passion.



Have a clear core message.

Your talk should have a core message that you want the audience to take away. Supporting points should reinforce and lead back to this key message.



Engage your audience.

Use surveys and polls, start a discussion, or find additional ways to get your audience participating and interacting.



Conclude by summarizing main points.

End your presentation by repeating your core message and main takeaways.

Further Reading and References

[10 Tips for a Killer Presentation.](#)

[Ten Simple Rules for Effective Presentation Slides](#)

