

# How to Give Effective Presentations

## Tips and Tricks for Success

### VISUAL AIDS

Visual aids should explain and reinforce the presentation's key ideas, and they should have no spelling or grammatical errors.

### ORGANIZATION

Speaker should present information in a fully logical and interesting sequence which the audience can easily follow.

### ENTHUSIASM

Speaker should show energetic interest and personal engagement in the topic throughout the entire presentation.

### EYE CONTACT

Speaker should maintain eye contact with the audience throughout the presentation, seldom returning to their notes or the screen.

### ELOCUTION

Speaker should use a clear voice and correct pronunciation so that the audience can hear the presentation. Speaker should not use filler words.

### LAST BITS OF ADVICE

Speaker should rehearse with their visual aids before presenting. Visual aids should be worded concisely to avoid content overload.