

FORMAL PRESENTATION ADVICE

Slide Design



USE STRONG CONTRAST

Choose background and foreground colors that create strong contrast; this will create visual appeal. For example, use light colored text against a dark background.

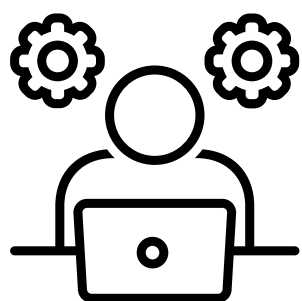
Presentation Location



WHAT'S BEHIND YOU?

Know what your audience will see behind you. Choose a space that is free of distracting images, clutter, or personal items. Let others in your home know you should not be interrupted.

Practice



REHEARSE YOUR PRESENTATION

Practice before making a presentation to your audience. Try out the technology in advance before making a presentation to your audience. Consider recording yourself so you can make improvements before the real presentation.



Ensure Good Lighting

AVOID LIGHT BEHIND YOU

Find a well-lit space. Make sure the light source is in front of you, not behind you.

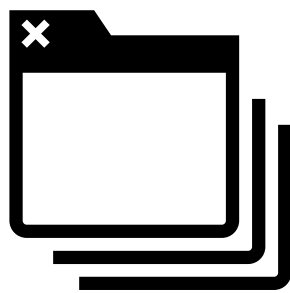
Consider Standing Up



POSTURE AND FOCUS

Standing while presenting will help you to stay focused and use good speaking skills. Breathe from your diaphragm, use appropriate facial expressions and effective gestures.

Is Your Presentation Ready?



SHARE YOUR SCREEN

If sharing your screen, close any extra tabs on your computer. Remember to click "Present" so the slides are viewable in the presentation mode.

Engagement



INVOLVE YOUR AUDIENCE

Ask questions, survey the group, take a poll using the hand raising feature. Any component that involves the audience will enhance your presentation.