Presentation
Development and Delivery

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For more handouts and tutorials, visit http://guides.library.msstate.edu/dmc
1. Know your content well
   Be prepared
   Rehearse with friends
   Record yourself rehearsing and critique yourself
   Don’t memorize your material
   Be comfortable with yourself and your presenting style
   Use the rehearse timing features if you use PowerPoint
      Provides accurate timing and brings a sense of confidence

2. Don’t think your slides are your presentation
   Your slides are a bonus to you the speaker
   You & your message are your focus
   Talk to your audience and make eye contact with them
   Avoid reading from the screen

3. TMI = Too Much Information
   Don’t overwhelm your audience with too much information on a slide
      Participants will feel the need to read the slide content and not focus on what you are saying or participants will lose interest if they feel they must read a long passage of text.
      Your goal is for them to listen to you
      Identify the big picture and what you want your audience to take away from your presentation and deliver that content
      Create a path or outline for them to follow as you speak
         An outline keeps you focused on your topic and gives your audience a direction toward your end result

4. Avoid Poor Design
   Plan what content you need to on your slides
   Ask yourself if it looks professional
      Pick a theme and stay with it
      Use contrasting colors
      Choose fonts that are easy to read and fonts that are large enough
      Use pictures and graphs to give visual direction to your topic
      Use an appropriate number of slides and don’t crowd too much information on one slide
      Use animation to bring in your points one at a time

5. Be comfortable with yourself
Dress professionally
Wear comfortable clothing
Be well groomed
Avoid filler words such as “um”, “uh” “like”, etc
   Filler words can be avoided when you are confident with your material
   Filler words happen when you become anxious or nervous, take a deep breath and pause to gather your thoughts
   Make eye contact to remain focused
   Relax when you feel you are beginning to get anxious
   Limit distractions
      Be prepared for movement in the room
      Be prepared for phone/text interruptions
      Be prepared for the sleepers in your audience.

6. Technology Malfunctions
   They can and will happen
   Test your presentation before you present
   Have a back up
      Email a copy to yourself
      Save a copy in the cloud
      Save to a flash drive
      BE PREPARED TO GIVE IT WITHOUT PRESENTATION SOFTWARE
         This sounds scary I know, but take a printed out copy of your presentation slides just in case the technology fails altogether.

7. Include a Conclusion
   Sum up the major things you want to say
   Keep the conclusion short and simple

8. Allow for Questions
   Question time can be intimidating but allow this time
   If you don’t know an answer, let the participant know you will get their contact information afterwards and find the answer out.

9. Your Exit
   When you are finished, thank your audience for their attention
   Turn the program over to those who have invited you to speak and step away from podium
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