

Deaf Enterprise Workshop

Presentation skills



PRESENTATION
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Presentation Skills

- PowerPoint presentation
- Use 10/20/30 rule
- *...a PowerPoint presentation should have **ten** slides, last no more than **twenty** minutes, and contain no font smaller than **thirty** points.*

10 slides

- Problem
- Your solution
- Business model
- Underlying magic/technology
- Marketing and sales
- Competition
- Team
- Projections and milestones
- Status and timeline
- Summary and call to action



20 minutes

- You should be done with your ten-slide presentation in twenty minutes.

You would often an hour to hear an entrepreneurial pitch, but most of the time gets lost in other things.

Your laptop might take a while to sync with the projector.

- Emergencies might also pull your audience away from the meeting. It's best to keep your presentation short, so that you'll also have time to address questions and other concerns.



30 points font size

- People use smaller font sizes to be able to push a lot of text into a slide.
- Your audience may think that you're not familiar with the material, and that you're using the PowerPoint as a teleprompter.
- The 10/20/30 rule forces you to use a larger font, so you can cut back on unnecessary details. Remember: you're the one who has to do the talking, not your PowerPoint presentation.



Writing a Presentation

1. Create an outline before you start writing.
2. Use the rule of threes.
3. Tell a story or ask a question to get the audience thinking right away.
4. Find the most compelling data.
5. Ask the audience questions.
6. Match the vocabulary and tone to your audience.
7. Ensure there is good flow to your presentation.
8. Explain how your presentation adds value to the person's life.
9. Keep it short and sweet.

Creating Visual Aids

1. Pick your platform strategically.
2. Select a template that fits your audience.
3. Choose a consistent design.
4. Avoid excessive text in your slides.
5. Use graphs, charts and other visual tools, in place of bulleted lists whenever possible.
6. Try using infographics.
7. Use photographs that are relevant.
8. Focus on the slides themselves, rather than the music or transitions.
9. Proof your visuals.

Using Presentation Tools

1. Pick your slideshow program.
2. Make your slideshow into a movie.
3. Consider a web-based application if you plan to post your presentation to the web anyway.
4. Try a canvas-based presentation maker, like Prezi.
5. Post your presentation (with narration) to Slideshare or a similar website.
6. Share the Slideshare or movie link on social media.

How can you start your presentation?

1. Start Your Presentation By Getting People's Attention.
2. Welcome Them With A Thank You.
3. Memorize Your First Opening Line.
4. State The Purpose Of Your Presentation.
5. State how you want to deal with questions.
6. Silence...Nothing More.
7. Tell A Joke.
8. Start Your Presentation In Future Or Past.

How not to be nervous for a presentation?

1. Practise. Naturally, you'll want to rehearse your presentation multiple times.
2. Transform Nervous Energy Into Enthusiasm.
3. Attend Other Speeches.
4. Arrive Early.
5. Adjust to Your Surroundings.
6. Meet and Greet.
7. Use Positive Visualisation.
8. Take Deep Breaths.

Steps to prepare a presentation.

1. Step 1: Analyze your audience.
2. Step 2: Select a topic.
3. Step 3: Define the objective of the presentation.
4. Preparing the Content of Your Presentation.
5. Step 4: Prepare the body of the presentation.
6. Step 5: Prepare the introduction and conclusion.

Preparing for your Presentation - Tips

1. Focus your presentation.
2. Less is more.
3. Decide whether to use media or not.
4. Practice.
5. Visualise success.
6. Dress appropriately.

Giving the Presentation - Tips

1. Deal with the jitters.
2. Engage the audience.
3. Give an engaging performance.
4. Treat your presentation as a story.
5. Talk more slowly.
6. Have a short Q&A session at the end of each subtopic.
7. Have a killer closing.
8. Warning...

