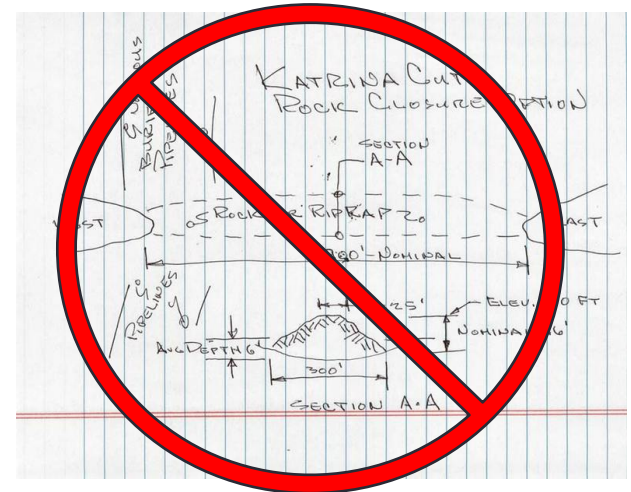# TIPS ON PRESENTATIONS

ICGE – April 21, 2017

Notes on Slide Content

- Check for misspelling and grammar mistakes on slides

- Number your slides!!!!!

- Do not show pictures of things you have drawn on paper...ever!

- Provide a reference (link is ok) for any image you did not create or data you did not collect

- Do not capitalize some words in bullets and not others, e.g.

    - Our design is great

    - We are Working on Making it Better

slabbed.org/tag/us-army-corps-of-engineers/

Presentation Skills

- Do not read from cards or the computer

- Look at the audience, talk to the audience

- Do not talk about things that are not on the current slide

- Either talk about everything on the slide or tell the audience you are just going to review highlights

- You are a team, so always say **"we"** instead of **"I"** even if you were the only one that did something

- Do not use words and terms that you are unfamiliar with

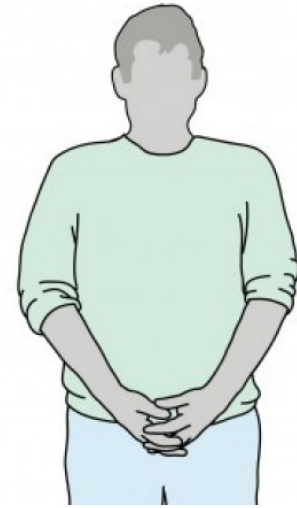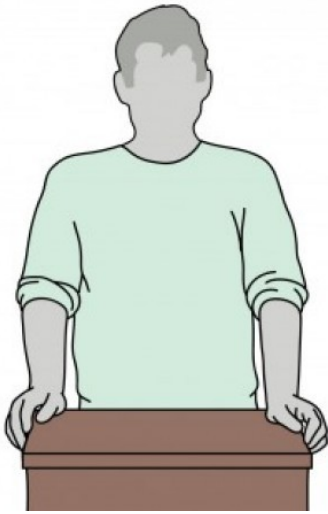- Try to speak naturally…do you say "thee" in your everyday conversation?

Professionalism

- Professional attire…no jeans

- No jokes

- Don't BS when you answer questions…saying you don't know is just fine

- Practice until you don't use the words "*um*" or "*uh*" or "*like*"

hamptonroads.com/2013/06/summer-work-dress-tips-how-casual-too-casual

Hands

- Hands in pockets = scared or a lack of confidence

- Crossed arms = angry or uncomfortable

- Don't make **noise** with your hands as you gesture

Q&A

- Let the audience finish their question before you answer it

- Plan for more than one person to answer questions

  - Decide ahead of time who will answer questions on which topics

- Have a good Q&A slide that you want up behind you for ~7 minutes during questions

Other Things

- If you are not speaking, try not to look miserable; maybe look at the person speaking

- No tiny text, including on software generated images

- Be sure all your animations and videos are working and don't count on having the internet available

- If you are spending more than ~30 seconds on a slide, you are either not speaking efficiently, or you have too much content and need to make it two slides (or add animation)