



### **Recommendations for giving effective presentation:**

- Choose visuals to support the presentation.
- Have a simple, clear structure.
- Show enthusiasm.
- Use PowerPoint.
- Making informal Presentations.
- Consider the Audience.
- Dealing with the nerves

### **Match the recommendations above to the following-**

1. The key to a successful presentation is to keep things simple. Try to stick to three points: give an overview of the points, present them to the audience, and summarize
2. I got very nervous when I speak in public. I handle my nervousness by trying to think that I am speaking to a single person.
3. try very hard for people to enjoy my presentation by showing enthusiasm on the subject and by being sincere.
4. Power point and slide presentations work well when I'm selling a product or an idea to large groups.
5. The kind of audience I have dictates the type of message and the formality of the presentation.
6. In small presentations, including one-on-ones presentation where the audience is part of the actual process, I like transparencies or flip charts. They allow me to be informal.

**7. When I make presentation, I use the visuals as the outline. I will not use notes. Visuals best support my message.**

**Let's talk:**

**Discuss the importance of the seven points for an effective Presentation.**