

Structure of a presentation

General instructions

- Choose a topic that interests you. Enthusiasm is catching. If you audience notices that you are interested in your topic, they will become curious, too.
- introduce yourself
- give an introduction to your presentation "I am here to tell your about..."
- begin intrestingly so that you immediately get the attention of your audience.
- Similarly, make the ending memorable and strong.
- Maintain good (eye) contact with your audience.
- Speak clearly and not too quickly.

Slides and other visual aids

- keep your visuals clear and simple
- only keywords on the slides
- one picture/graphic per slide works best
- maintain the font size, but use eg. bolding or colour to differentiate between major and minor points.
- During your talk, make specific reference to the data/information you have on the slides.
- Avoid repetition

When planning your presentation consider

- Your audience
- How much your audience knows about your topic, i.e. which terms need explaining.
- The length of your presentation 15 (minimum) – 20 minutes
- The order in which you present the subject matter
- Your visual aids

When you are ready

- Practise your presentation at home to make sure that
 - You keep the allotted time
 - You can deliver the content with the help of key words and PP-slides.
- Upload your presentation in OneDrive and share it with me (Päivi 😊) so that we can access it on the lesson using my account.

Delivery

- Remember that the audience likes you and wants the best for you!
- Maintain eye contact.
- **Don't read** directly from the screen or a paper.
- Use signposts! (next, I am going to... Finally, let's talk about...)
- Don't talk too silently or quickly.
- Give the audience **a chance to ask questions**.
- If you forget something, skip it. The audience doesn't know that there is something missing.