



Effective Presentations

Tips

- The first minute of your talk is critical, so grab attention with a provocative question, an interesting fact or a short anecdote.
- You are the presentation, your visuals are merely your support. Keep the audience focused on you, and make best of use of eye contact and body language.
- Make sure you rehearse your presentation! Practice aloud - until you feel comfortable with it.
- Talk *to* your audience. Many of the best presentations sound more like conversations.
- Nerves! Remember to breathe. And remember too that you are much more aware of your nervousness than your audience is – they usually don't notice it.
- Think of the SUCCEsS principles from the book "Made to stick" to make your talk 'sticky':
Simple, Unexpected, Credible, Concrete, Emotional, Stories

Opening

Good morning/afternoon, it's a pleasure for me to be here today.
 It's great that so many of you could make it.
 Let me just start by introducing myself. My name is ...

Let me ask you all a question: why should we make do with ...?
 Somebody once said (quotation) ...
 Sadly, in the time it takes me to give my talk today, four people will

I profoundly/firmly believe that ...
 The most significant challenge we have to face here is ...
 I'd like to convince you that ...

*It can make a strong impact if you begin with your strong statement/amazing fact/question to the audience *before* introducing yourself.

My agenda this afternoon deals with 3 main points, each of which deals with a different aspect of ...
 First of all, I'd like to ... and then I'll move on to ... and finally I'll wrap up with ...
 There are three things I want to talk about today.

This will be of particular interest to those of us who ...
 This is especially relevant to us because ...
 And what is really important is ...

The middle bit

I'd like to start by ... ing ...
 I'd like to turn to ... now.
 Let's turn our attention now to ...

Let's take a look at ...

Let me give you two concrete examples to illustrate what I mean here.

Ok. Turning now to the question/matter/issue of ...

As you can see from the flow chart/diagram, ...

Now let me show you some examples of this.

If we look at the figures for ... , we can see ...

So, that's the background on ...

So, I've shown you ...

Which brings us to the next question.

Let me come back to what I said before.

As I mentioned earlier, ...

So, what does this mean in more concrete terms?

So, where do we go from here?

What does that mean translated into real terms?

One more thing.

Closing

We are coming to the end of my talk, but before I close I'd just like to ...

I'll just run through the main arguments/principles/points again.

I'd like to close by reminding/asking/suggesting ...

I'd be very happy now to answer any of your questions.

Q & A



I'm afraid I didn't quite catch that.

So, if I understood you correctly, you would like to know whether ...?

If I could just rephrase your question. You'd like to know Is that right?

Sorry, I don't know that off the top of my head.

I'm afraid I don't know the answer to your question, but I will get back to you on that.

Sorry, that's not my field. Maybe (Louise) could help us out here?

I'm glad you asked that!

Does that answer your question?

To be honest, I think that raises a different issue.

I think that's all we have time for at the moment. Thank you once again.