Prepare a successful presentation

Here are some pointers to help you prepare a concise and interesting presentation:

Do Not Read Your Paper!

The written word is for the eye, not the ear. You audience wants to hear you talk, not listen to you read.

Make Notes

Using index cards. Use one card for each item. When you have followed the advice given below, organize your cards and number them clearly according to the order in which you will use them.

Secure the Attention of Your Audience

(1) Make a statement of the purpose of your presentation. Confine it to one simple, declarative sentence. Example:”I want to tell you about a new design for valve seals which has resulted in considerable improvement in sealing.”
(2) State a compelling thing about your subject. Make it sharp and short. Use a question if possible. Example:” Can high pressure steam safety valves ever be sealed satisfactorily?” This will be your opening sentence. Join it to your statement of purpose with a connecting sentence or phrase. Example:” We have made an investigation and ___________”.

Divide Your Paper Into Main Ideas

*State each one in a short sentence on its index card.

*Arrange them in the most logical order for your listeners to grasp.

*Add to each a series of key words or phrases to remind you of what you need to tell your audience about each idea.

Use Connective Sentences and Phrases

The ear cannot check back nor jump ahead as can the eye. Therefore you must remind your audience of what it has just heard and prepare if for what it is about to hear whenever you go from one idea to another. Example:” Now that you have a clear idea of what causes poor sealing, it is time to look into the advantages of thin, flexible sealing surfaces”.

Summarize

State your subordinate conclusions. Confine them to one sentence if possible, or to a small series of very short sentences. Example:” I think you will agree, then, that poor sealing is a result of self-induced growth of tiny initial leaks. In addition, you agree that high pressure steam sealing depends upon…

1. _______________ 2. _______________ 3. _______________

State your subordinate conclusion. Confine it to one simple sentence. Example:” And I believe you will conclude with me, that better sealing can be obtained through the use of this new design for valve seats”.

Time You Talk

Rehearse your speech. Learn to handle your index cards naturally. If you are using slides, allow no more than one minute for any one slide. If you exceed your twenty minute time limit, cut down on your explanations. Continue to condense until you are within the limit. This will assure adequate time at the session for discussion.

Things to Remember: talk to your audience. Use short, simple sentences. Speak clearly and with vitality.