

Elements of a Good Presentation

Presenter

- Makes good eye contact - hold eye contact for 3 - 5 seconds
- Movement is deliberate and purposeful
- Gestures are natural
- Talks to the audience (not ceiling, floor, flip chart, or slides)
- Nothing in hands

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- Demonstrates confidence
- Uses stories and humor appropriately
- Dress for success (as a presenter)
- Prepared – practice, practice, practice

Presentation

- Clear, concise message
- Organized logically
- Enthusiastic

The NoDoz Matrix

<i>Boring</i>	<i>Interesting</i>
	<i>Matter</i>

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- Neat and consistent material
- Slides - consistent, concise, color

Top Ten Mistakes Made by Presenters

1. **No presentation objectives** - If you don't know what your audience should do at the end of your presentation, there is no need for you to present. Knowing your objectives is the key to developing an effective presentation.
2. **Poor visual aids** - Visual aids are designed to reinforce the main points of your presentation. Without effective visuals, you are missing a key opportunity to communicate with your audience.
3. **Ineffective closing** - It is when you

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- every practice are more successful in presenting their information and anticipating audience reaction. Practices does make perfect!
6. **Lack of enthusiasm** - If you aren't excited about the presentation, why should your audience be? Enthusiastic presenters are the most effective ones around!
 7. **Weak eye contact** - As a presenter, you are trying to effectively communicate with your audience.

- Playing with watch or bracelet
- Popping top of marker or pen
- Playing with jewelry
- Any other repetitive movement

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9. **Sticky floor syndrome** - There is nothing worse than a speaker who is glued to the floor. Be natural and don't stay in one place.