**Tips on how to make presentation clear and engaging**

1. ZOOM presentation, special tips:

* Check that you can “share screen” with the Host. To be safe, send your presentation to the Host to show for you.
* Ask Audience to “mute” their microphone
* Advise if they have questions, to write in the “Chat” section of Zoom
* Tell them they can ask Q & A at the end of presentation

1. For all presentations - make it short, be specific. Put your key points forward.
2. Open Presentation with a good “ice breaker” – keep it short - for example:
3. Use a good photo on the first slide to get a response from audience
4. a good joke
5. use a good quote
6. tell a relevant story
7. use metaphor / draw comparisons
8. In your presentation, you are “Telling a Story” with the following components:
9. Start
10. State your objectives (what you want to achieve at the presentation)
11. Provide an outline of presentation – what you will cover
12. Body -Elaborate on the various points in a bit more detail
13. Conclusion - Draw logical conclusions, call to action
14. Call to Action - Leave your audience clear, serious, takeaway message
15. Keep things simple and to the point:
16. focus on the key message/s
17. move logically from one point to the next
18. Use humor and charisma
19. Use photos to brighten your presentations.
20. Practice your presentation – standing in front of the mirror
21. Move around and use your hands – be deliberate
22. Be aware of pace, pitch and volume of your speech.
23. Engage the audience by making them relate – balance facts with a story that people can relate to.

**Tips for Effective Power Points**

*PowerPoint should be a visual aid, not a visual distraction – Keep it Simple!*

* Limit the **number of slides** to one slide per minute. **15 slides for a Rotary talk**.
* Use a **slide master** for a consistent and simple design template with consistent font, colours and background.
* Simplify and **limit the number of words** on each screen. Empty space on the slide enhances readability. Include essential information only. Use key phrases, not sentences or paragraphs. Don’t use punctuation. Use capital letters for headings only.

**Maximum** 36 words/slide, 6 words/line, 6 lines/slide,

* Use **large font sizes** only. Slides must be readable from the back of the room: **32 font headings, 24 font body text**.
* **Avoid** flashy **transitions/animations**. A simple “Appear” **animation** is useful for bullet points so only one appears at a time, avoiding the distraction of others.
* **Face the audience**, not the screen. Do not read from your slides. Slide content is for the audience, not for the presenter.
* Never copy/pasts **graphs or tables** directly from other documents – they will be impossible for the audience to read and often contain too much information. Graphs and tables must be designed so they are readable from the back of the room (large font size, thicker graph lines).