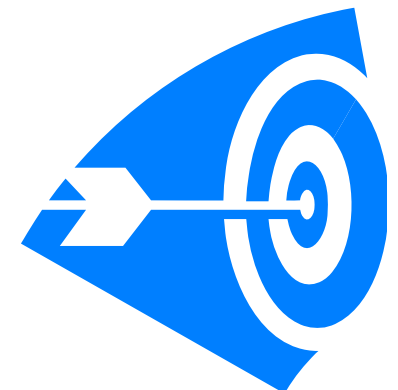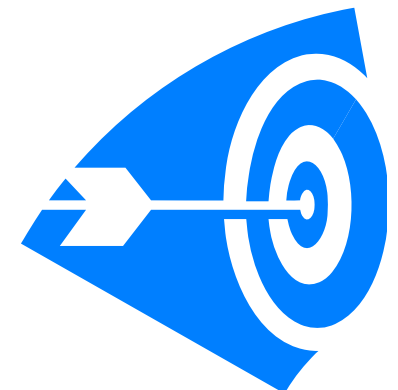# Effective Presentation

The Leader Within
**Full Development Package**

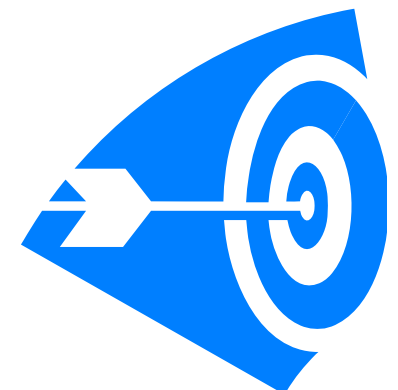Held by Nana Ahn | **TLW preparation** | January 2008

# Agenda

- **Preparation**
- **Graphics**
- **Arrangement**
- **Templates**
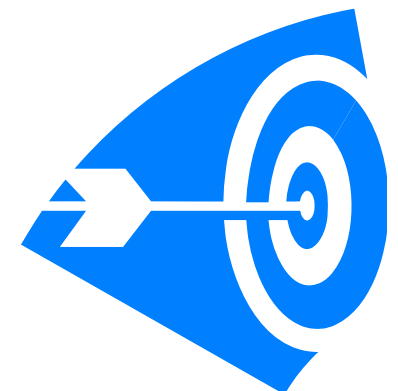- **PAMPERS rule**
- **PEOPLE rule**

# Preparation

- Plan your presentation carefully

- Know your audience

- Practice your presentation

- Speak comfortably and clearly

- Talk to your audience
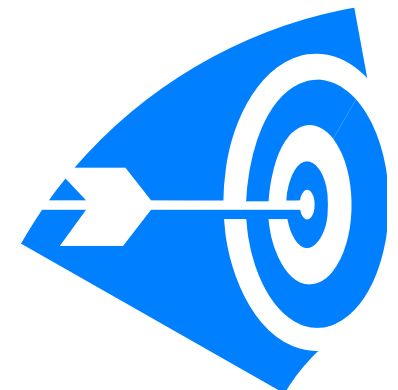
- Enjoy your presentation

# Graphics

- **Present information graphically**
- **Art can illustrate a point**
- **Graphic devices are useful**
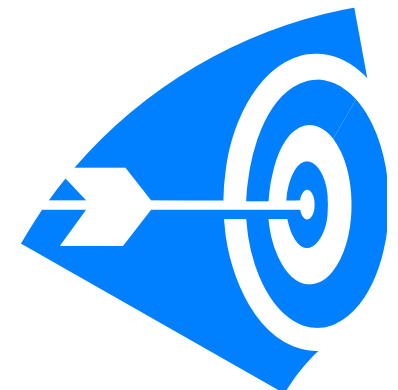- **Graphic need to be big and bold**

# Arrangement

- **Eyes land in optical center of the screen**
- **Create a visual balance**
- **Don't crowd the information**
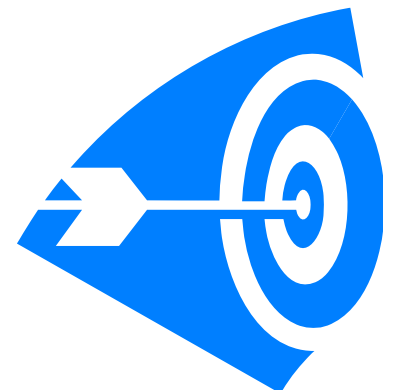- **Leave space between the lines of type**

# Templates

- Use a template for your slides
- Templates provide design
- Standardize position, color, and styles
- A logo may be incorporated in template
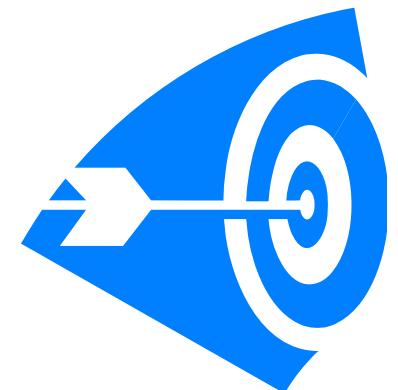- Logo in bottom right corner

# What do I say?

## VS

# How do I say?

# What do I say?
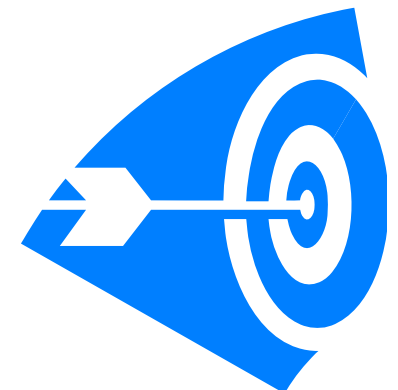
# VS

# What do you understand?

# Barriers

- Language
- Professional words
- Transmitting ideas
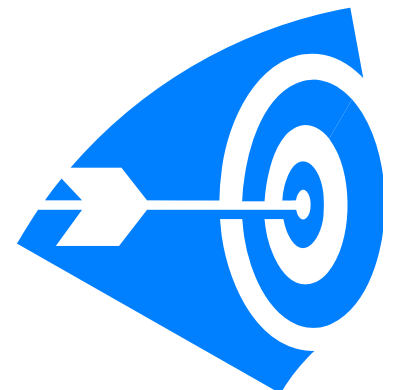- Length of sentence (too short/long)

## Solutions

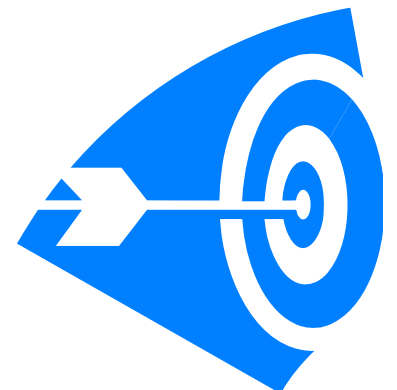- Ask for questions
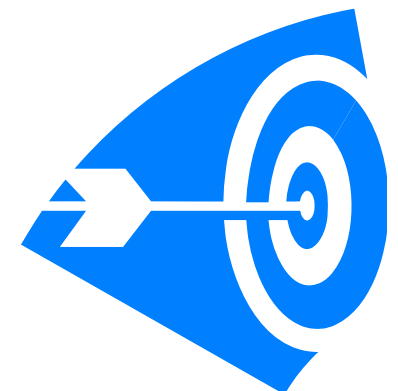- Get feedback

# What do I say?

# VS

# How do I say?

# PAMPERS rule

- **P**rojection
- **A**rticulation
- **M**odulation
- **P**unctuation
- **E**nunciation
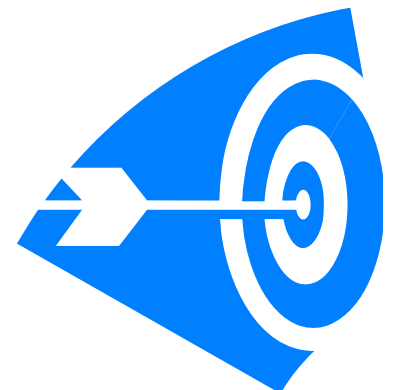- **R**epetition
- **S**peed

# PEOPLE rule

- **P**osition& Gestures

- **E**ye contact

- **O**rientation

- **P**roximation

- **L**ooks& Appearance

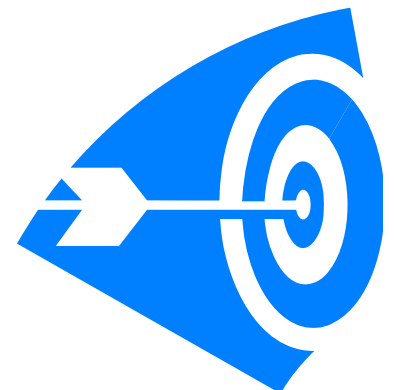- **E**xpression& Emotions

# THANK YOU!!!

You can reach me at:

nanaahn@hotmail.com

# Plan your presentation carefully

- What is the purpose of your presentation?
  - Is the purpose to motivate?
  - Is the purpose to persuade?
  - Is the purpose to simply convey information?

# Know your audience

- Who is your audience?
  - Are the members of your audience your peers?
  - Are they students?
  - Are they your superiors?
- What is their level of expertise?
  - Are the members of your audience familiar with the topic?
  - Are they familiar with the jargon, but not the details?
  - Is this the first time they've even heard of this subject matter?
- What does the **audience** expect to get out of your presentation?
  - Does the audience expect a general overview?
  - Does they expect to learn the intricate details of an elaborate subject matter?