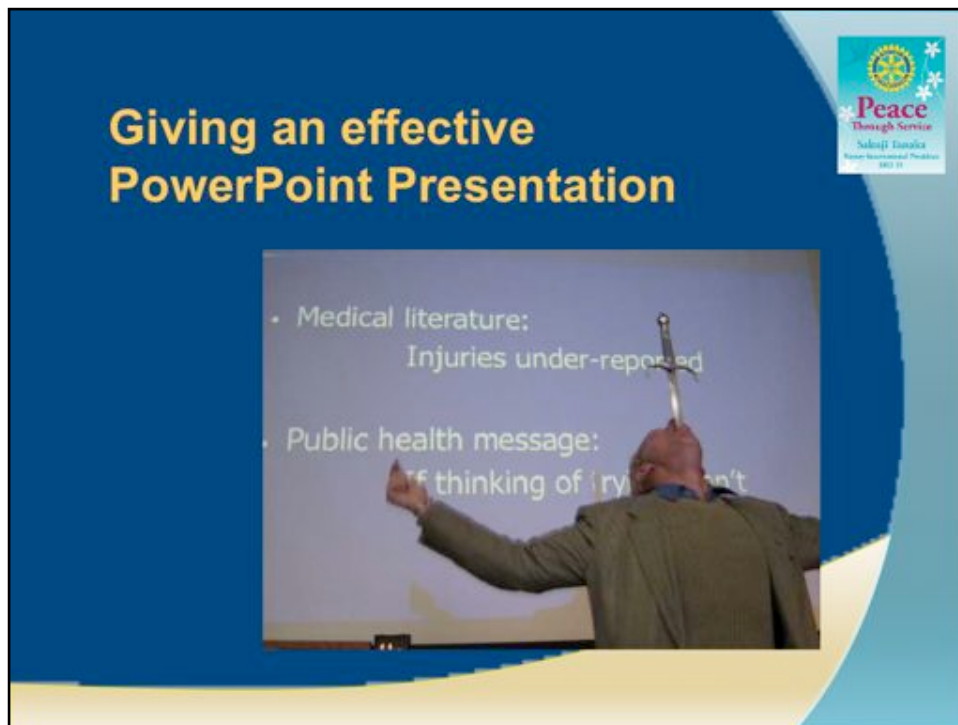
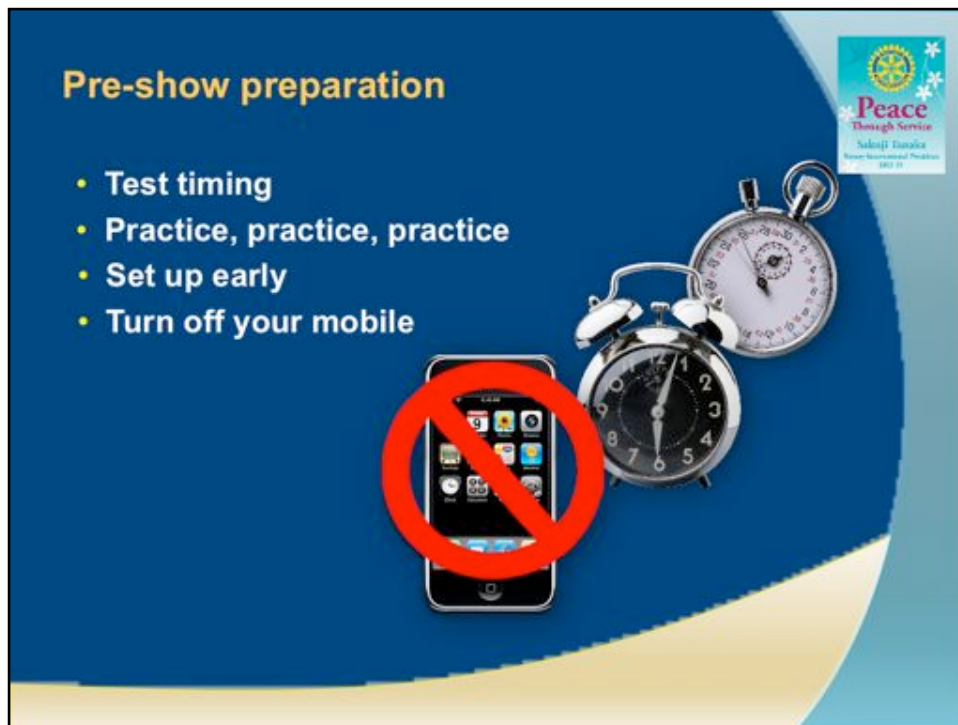


## Presenting Powerpoint



- No you don't have to go this far to attract your audience's attention



- Test the presentation timing
  - ✓ Most Rotary meeting presentations are 20 minutes
- Practice, practice, practice
- Set up early and test the equipment
- Turn off your mobile

## Presenting Powerpoint



**Speaking**

- Speak clearly
- Pause
- Don't read slides aloud
- Don't memorise - just -
  - know your subject
  - use notes
- Emphasise

The slide features a blue background with a white megaphone on the right. Below the megaphone is a photograph of a woman with her eyes closed, resting her head on her hand. In the foreground, there is a stack of yellow sticky notes with the words 'USE NOTES' written on them. In the top right corner, there is a logo for 'Peace Through Service' with the text 'Salafji Institute' and 'Peace International Institute' below it.

- Speak clearly or use a microphone
- Pause briefly as you present so what you say sinks in
- Don't read the slides aloud. They can read faster than you can talk
  - ✓ don't memorise your text
  - ✓ memorisation works well for a lot of things: telephone numbers and the song lyrics.
  - ✓ memorisation doesn't work so well for presentations
  - ✓ It will be different every time you practice
    - Instead –
      - know your subject well
      - use notes to jog your memory
- Emphasise – to get the point across repeat what you have just said

## Presenting Powerpoint

**Body language**

- Relax - keep your eyes on the audience
- Talk, don't read
- Don't turn your back
- Use humour

Peace Through Service  
Salafji Institute  
Peace International Institute  
2012-13

talk


The slide features a blue background with a white speech bubble containing the word 'talk' in multi-colored lowercase letters. Below the text is a photograph of a man in a dark suit and red tie, sitting at a desk with a microphone and pens. He is looking through his hands, which are held up to his eyes, as if he is looking through binoculars or a telescope. The background of the photo is a blue and white circular graphic.

- Relax Keep your eyes on the audience
- Talk, don't read
- Don't turn your back
- Use humour

## Presenting Powerpoint

**Opening**

- Get to the point



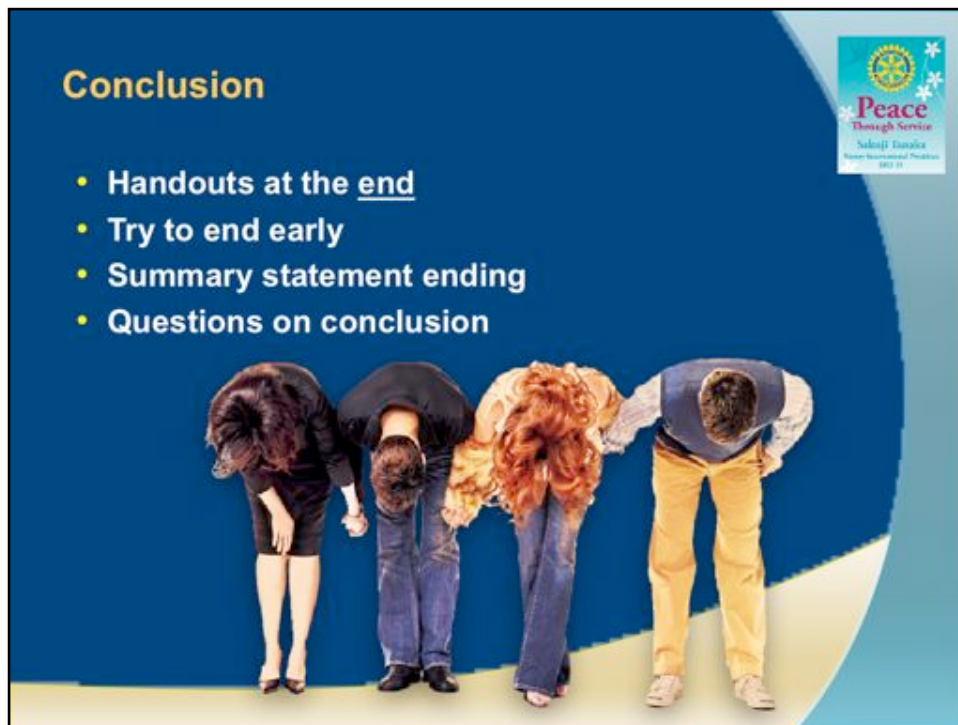
Peace  
Through Service  
Salafji Institute  
Peace International Institute  
2003-21

- Jump right in and get to the point

## Presenting Powerpoint

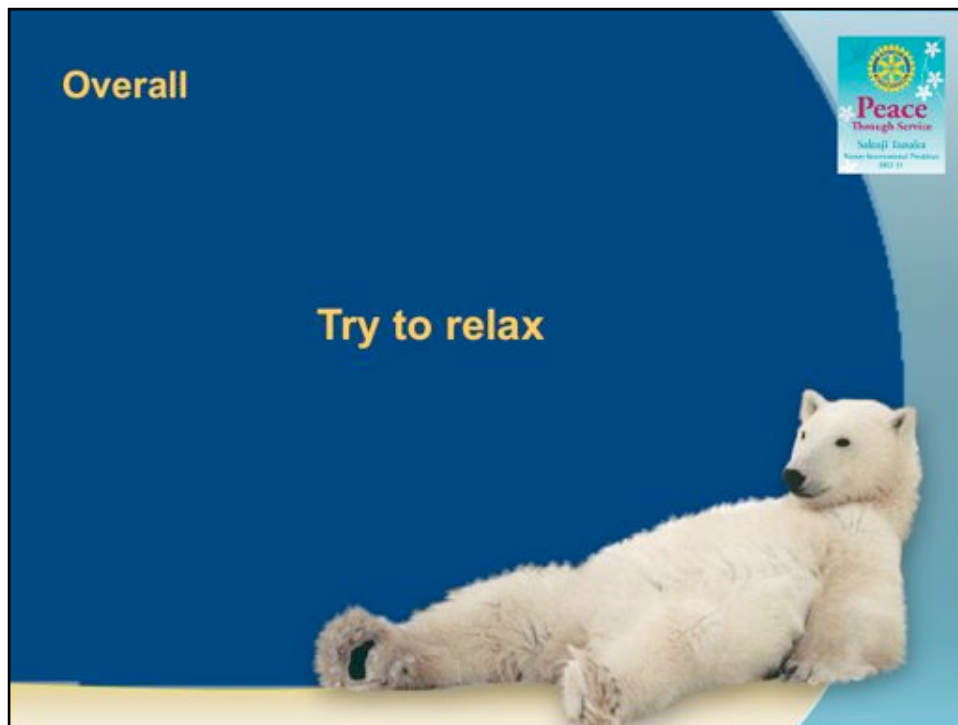


- Show some enthusiasm
- Involve audience
- You'll forget. Everybody does
- If you temporarily lose train of thought pause



- Give handouts at the end of your presentation
- Try to end early – you'll have more time for questions
  - ✓ Questions during presentation adds about 25% to your projected time
  - ✓ Alternatives to "Questions" - key points, a cartoon, photo, or a Rotary or project logo
- End with summary statement
- Questions on conclusion

## Presenting Powerpoint



- Try to relax and enjoy the fact that you are passing on useful, entertaining or educational information