

May 2022

What makes a presentation effective?

(IIHFWLYH SUHVHQWDWLRQV DUH ZHOORUJDQLJHG IRFXVHG RQHWKHLU
PHDQWR LQFUHDVH NQRZOHGJH DQG LQIOXHQFH OHDUQHUV 7KH\ VK
RXWFRPHV GHVLUHG

3UHVHQWDWLRQ VOLGHV VKRXOG IRFXV RQ HVVHQWLDO LQIRUPDWLRQ D
RWKHU IRFXV RQ EH SODQQHG SUHVHQWLQJ LQI
6OLGMV VKRXOG EH XQFOXWWHUHG

DQG HDV\ WR UHGRFXURQ DHOORV RYDSV RYOH DORZ GLQJ \
SUHVHQWDWLRQ PDWHULDOR \$YRLG XVLQJ WRR PDQ\ VOLGHV GXULQJ \
GRHVQ\W DOORZ \RXU OHDUQHUV WR SURFHVV ZKDW \RX\DRUH SUHVHQW

How do people process presentations?

&RJQLWLYH VFLHQFH VXJJHVWV RXU EUDLQSLHFHQURPHFRQWUHQSDW\DPV
UFRPPHQGDWLRQ LV WR 3FKXQWLRQM
FRQWHQW DW PRVQWR RDXURQ RYOHUW
FRQWHQW VKRLOXVHDW HIRUH D FRJQ
DVNLQJ D TXHVWLRQ RFFXUV



3ORGDOLW\ HIIHFV\ VKRZV XV WKDW LQ
YLVXDO LQIRUPDWLRQ VHSUDW\ 8
HQKDQFHV SDUWLFLSDQWV\ DELOLW\ \
\RX VKDUH

3HRSOH UHPHEHU WKH ILUVW DQG ODVW SLHFHV RI LQIRUPDWLRQ \RX
FRQFOXVLRQ WR \RXU SUHVHQWRQ RYOHUW RYOHUW RYOHUW RYOHUW RYOHUW
XS LQIRUPDWLRQ LQWR GLJHVWLEOH VHFWRQV

What resources can help me design a presentation?

0&: SURYQ XPHWRXVRXUFHV WR DLG LQ WKH GHYHORS
)URP VRIWZLEWHUWRVXEVFULSWLRQV WKHUH DUH D Z
\RX LQ SUHVHQWDWLRQ GHVLJQ

0&: VXEVFULEHV WR 0LFURVRIWV 2IILFH SDFNDJ
DUHDLODEOHURXURVRIW, QDGGGLWLRQ 0&: ,6 RIIHU
[WUDLQLQJ](#) [DSW](#) [FOLW](#) [W](#) [OHV](#) [WR](#) [QR](#) [FRVW](#)

0&: /LEUDULHV VXEVFULSWWRQRJULHY W KDQDERRNV DQ
)RU H[DPSON WKH &OLQLFDO .H\ GDWDEDVH DOORZV
VXFK DV LPDJHV DQG YLGHV WKDW FDQ EH HPEHGGHG LQWR \RXU SUH
IRU DOO PDWHULDOV \ WNLRS\ DQG SDVWH LQWR \RXU SUHVHQWDWLRQ

3ROOLQJ WRROV VXFK DV 7RS+DW DQG 3ROO (YHU\ZKHU DOORZ \RX V
\$W 0&: 7RS+DW LV XUDHGLQJ GBUHHHFRROXFFIKDVGWFKH ZKHUHDV 3RO
XVHG IRUHQHQ SURJUDPV VXFK DV LQ JUDGXDWH PHGLFDO HGXFDWLRQ

7RROV WR GHVLJQ LQWHUFWLYH SUHVHQWDWLRQV DUH DYDLODEOH W
&DSWLYDWH 60FKFSQHEHGWJLQHG IRU DV\QFKURQRXV GHOLYHU\ RIIH
WKH PDWHULDOV DFFRUGLQJ WR WKHLU RZQ VFKHGXOH

What are some tips for designing presentations?

\$GDSW \RXU SUHVHQWDWLRQV WR \RXU WDUJHW DXGLHQFH WR HQVXUH
GHSWK QHHGHG IRUHQHLQIBHDDQLRQ
LQWR VHFpÀ QHUV 0\Q\Q\Q\IP€€€€QHUY~qP0SU rVIP€€€€@0