

PRESENT LIKE A PRO

Make Your Presentations Professional

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HOW TO CREATE AND DELIVER POWERFUL PRESENTATIONS

For All KNU Students

WHAT MAKES A POWERFUL PRESENTATION?

SESSIONS

A powerful presentation is one that is well-planned, well-executed, and leaves a lasting impact on the audience.

- 1 Orientation**
Introduction and topic discussion
- 2 Working with Slides**
Adding information into slides
- 3 Presentation Prep & Test**
Do's & Don'ts and Final Test
- 4 Final Presentation**
Presentation & Feedback

1

The content of the presentation should be well-organized, easy to understand, and focused on the **key message**. The presentation should be structured in a way that takes the audience on **a complete journey, with a clear beginning, middle, and end**.

CONTENT



2

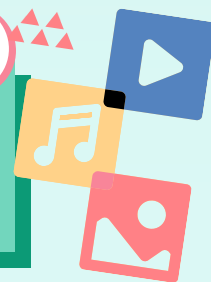
The delivery of the presentation is just as important as the content itself. The presenter should be **confident, enthusiastic**, and use **appropriate body language** to engage the audience.

DELIVERY

3

Use **visuals**, such as **images, charts, graphs, and videos**, to help illustrate key points and keep the audience engaged. The visuals should be high-quality and relevant to the topic.

VISUALS



4

Involve the audience and encourage them to participate. This can be done by **asking questions, providing interactive activities**, or simply by **inviting the audience to share their thoughts or experiences**.

ENGAGEMENT

5

Be **authentic** and **genuine**. The presenter should be passionate about the topic and speak from the heart. This helps to create a connection with the audience and makes the presentation more memorable.

AUTHENTICITY



STRUCTURE

The **structure** of a presentation refers to the way in which the content is organized and presented to the audience.

A well-structured presentation should be easy to follow and help the audience understand the key points.

BASIC STRUCTURE OF A PRESENTATION

The **first mission** of a presentation is to **grab attention!**

BEGINNING (2 or 3 slides):

The beginning of a presentation establishes the presenter's credibility, captures the audience's attention, and sets the stage for the rest of the presentation.

MIDDLE (4 or 5 slides):

The middle of a presentation delivers the main content of the presentation through visuals, supporting points with appropriate transitions.

END (2 or 3 slides):

The end of a presentation summarizes the main points and leaves a lasting impression on the audience.

BEGINNING

TITLE

Presenter's details and the presentation topic

INTRODUCTION

Description of the main content, which may include a "Hook" idea

OUTLINE

The flow of the presentation with headings

MIDDLE

CONTENT

Information related to the main idea

VISUALS

Pictures, graphs, flowcharts and other graphics

TRANSITIONS

Phrases, animations or questions to change the flow from one slide to another

END

CONCLUSION/SUMMARY

Summary and the concluding message

REFERENCES

Sources of the information used and other recommendations

Q&A AND THANKS

Appreciation to the audience and an opportunity for them to engage and interact

CONTENT

If you say **10 things**,
you say **nothing**.

Good slides must be aesthetically pleasing and nice to look at, and not require much effort to understand. To do this, consider the following:

SYMMETRY

Try to keep the design of the presentation **symmetrical**. If a text box or an image looks out of place, the audience may find it distracting!

FONTS AND COLORS

- Choose a font that is **easy to read**. Some fonts are very pretty, but can be difficult to read.
- Keep in mind the audience is there to get information, so being able to read the slides is very important.
- Some fonts such as **Times New Roman** are commonly used in essays, so to keep the audience's attention use a font that makes the slides easy to read regardless of size.
- Make the text **big enough** that people at the back of the room can still read it clearly.
- Make sure the background colors and the text look good together with strong contrast. A **lighter background with dark text** generally looks better and is more efficient.

Hello! Welcome to INVC :)

**Curiosity must
come before
Content!**



TEXT AND IMAGES

- Try not to write too much on the slides and try to write in **bullet points**. As the presenter, it's your job to know your topic and be able to speak about it.
- The text on the slides should just be a **prompt to guide you** to what to say next.
- **Try not to read** the slides - the audience can do that.
- Don't fill all the spaces on your slides. **Aim for a balance** of text and empty space or graphics.
- When using **images**, choose ones that help you explain your point better and will be **easily remembered** by the audience.
- "A picture is worth a thousand words." - Henrik Ibsen
A **famous quote** can be effective too.

When delivering a presentation, it is important to be well-prepared and confident. Begin by clearly defining the purpose and main points of your presentation. Use visual aids, such as slides or handouts, to help reinforce your message. Speak clearly and slowly, and engage your audience with eye contact and open body language. Practice your delivery beforehand, and be prepared to answer questions or address concerns.

Presentation tips:-

- Smile and move around
- Be confident and positive
- -----
- -----
- -----
- -----



PRESENTATION TIPS & AUDIENCE ENGAGEMENT

DID YOU KNOW?

The average attention span of an adult is around 20 minutes, which means that presentations should be designed to capture and maintain attention throughout.

CHALLENGES?

- 1 Fear of public speaking
- 2 Uncertain of the audience's attention
- 3 Organizing the contents
- 4 Body language

- **Time: 1 minute per slide.** Don't get off topic and talk about something that isn't necessary.
- **Move around:** Watching someone just standing still can be boring, and the audience may lose interest.
- **Make eye contact with the audience:** This shows you are engaging with them and makes them feel more comfortable.
- **Speak loudly and clearly:** You want the audience to understand you clearly.
- **Use hand gestures to help explain yourself:** People naturally move their hands when talking, so this shows you feel relaxed and are in control.



Your **final presentation** should last around **10 minutes**, and we encourage you to spend one minute on each slide.

Slide titles will **help you** as the presenter to remember what you will speak about next!

Good **slide titles** also **help the audience** to know what you plan to talk about.



Mirror Presentation

Present in front of a mirror, focusing on your body language and gestures. This can help you practice being aware of your nonverbal communication and making intentional movements to enhance your presentation.

Fun Activities that you could try!

Impromptu Speaking

Have someone give you a random topic or object and then speak for 1-2 minutes about it. This can help you practice thinking on your feet and organizing your thoughts quickly.

Improv Games

Improv games can help you become more comfortable with impromptu speaking and help you develop better communication skills. For example, "Yes, and..." is a game where you must respond to a statement with "Yes, and..." and then add your own statement.

Storytelling Exercises

Storytelling is a powerful tool in presentations. Practice storytelling exercises, such as writing and sharing personal stories or creating fictional stories, to improve your storytelling abilities.

Mind Mapping

Mind mapping is a visual tool that can help you organize your thoughts and ideas. Practice mind mapping exercises to help you create more structured and organized presentations.

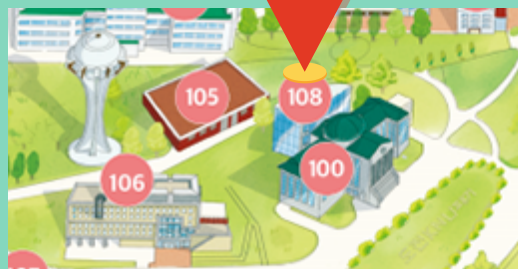


Instagram



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