

TIPS FOR EFFECTIVE PRESENTATION

CARRIED BY S.Y.B.Sc.
SUBJECT: ENGLISH

DEFINITION

A presentation is a talk giving information about product, a subject or an idea.

❖ To present

➤ Reports

➤ Proposals

➤ Policy statements

TIPS FOR PRESENTATION

- ❖ Decide on its subject:

It is important to choose a topic that suits the occasion and the audience.

❖ **Preparing the content:**

Begin by putting down its objective, or purpose: is it meant to inform, persuade or report?

❖ **List the main points:**

- List the main points you want to make in the order in which you think of them.
- After you have a final list of points, arrange them in a logical sequence.
- think of sub-points that could come under your main points.

- Write down what you want to say on each point and practice it over and over again.
- Prepare a cue cards.
- Use visual aids to make your presentation effective.

Thank you !