Giving Great Presentations

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Doing a presentation? Before you start, check out these links to expert tips and tricks!

1. The writer of these tips emphasizes the impact of an effective PowerPoint presentation. Here is a sample tip: KISS – Keep It Straight and Simple: keywords only, no sentences, never read your slides, talk freely. Visit this link for basic tips on designing a PowerPoint:
http://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/

2. Carmine Gallo, presentation coach and author of the upcoming book *The Presentation Secrets of Steve Jobs* (McGraw-Hill, October 2009), has counseled many executives on how to give a great presentation. His tips are presented in Thomas Wallgum's "Top 5 ways to Ruin Your Next Presentation":

   http://www.cio.com/article/2428016/careers-staffing/5-ways-to-ruin-your-next-presentation.html
   (Interesting to note that the "top tip" of "Consistency" included in the 10 tips in the link above is the #2 factor in Wallgum's top 5 ways to ruin your presentation!)

3. Have you heard of the "40/20/40" approach to writing? How about the 10/20/30 rule of PowerPoint?

   Guy Kawasaki states, "I am evangelizing the 10/20/30 Rule of PowerPoint. It's quite simple: a PowerPoint presentation should have **ten slides**, last no more than **twenty minutes**, and contain **no font smaller than thirty points."**

   Take a look at this link to get more information about the 10/20/30 approach to building a better PowerPoint presentation: http://guykawasaki.com/the_102030_rule/

4. TED Talks inspire! Get the "TED Commandments" for making speeches here, presented by keynote speaker Tim Longhurst:
   http://www.timlonghurst.com/blog/2008/05/16/the-ted-commandments-rules-every-speaker-needs-to-know/

5. From TED Talk presenter Garr Reynolds, best-selling author and speaker, helpful tips to prepare for your presentation:
   http://www.garrreynolds.com/preso-tips/prepare/

   Find out how passion relates to presentation in Gar Reynolds' 10 tips on delivering a presentation:
   http://www.garrreynolds.com/preso-tips/deliver/

Self-reflection: Which of the links above did you find most helpful? Why?