PRESENTING AND PROFESSIONALISM

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Overview

• Presenting (Dos and Don'ts)

• PowerPoint Tips

• Mind over Matter
Presenting

DOs
• Speak from your diaphragm
• Take a moment to gather your thoughts
• Impact your points
• Be conversational/Structured
• Gesture with purpose
• Smile
• Add your flare

DON Ts
• Speak quietly
• Use filler words
• Trail off at the ends of sentences
• Upspeak/Be Monotone/Too formal
• Over-gesture
• Look rigid
• Be unprofessional
Presenting

and don't underestimate the importance of body language!
Powerpoint

- Attend early and confirm equipment works
- Don’t be afraid to adjust your surroundings
- Use bullet points not paragraphs
- Use a master theme
- Large contrast in the words and backgrounds
  - Audience size
- Know your presentation
- Use for effectiveness not reliance
- ORGANIZE!!
  - Transition slide
  - End slides
Let’s get serious for a moment
Keep Calm and Drop the Mic

- Work out
- Remove the negative
- Know your audience and reactions
- Chew gum
- Pump up the jams
- Practice and time yourself (8 minutes)
- Memorize your opener
- Know what works for you
- Know your “take aways”
- Remember, you are the expert
Go forth and conquer.