



TOP TIPS FOR

Presentation Perfection

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1

Learn Your Presentation

It's very tempting to read from your presentation if you don't know it inside out. But if you don't know your speech without cues, that doesn't just make you more distracting, it shows you don't really understand your message; a huge blow to the confidence in you you're trying to build amongst your audience.



2

10-20-30

The 10-20-30 rule states that a Powerpoint slide should:

- have no more than 10 slides
- last no longer than 20 minutes
- have no text less than 30 pt font



3

The Entertainer

Your presentation should be entertaining and informative. Unlike an e-mail or printed document, interviewers will expect some appeal to their emotions when watching your presentation. Simply reciting facts without any enthusiasm is a risky presentation strategy which could end up sending your audience to sleep.



4

Tell a Story

Our minds are programmed to understand stories: if your presentation is going to be a longer one, explain your points through short narratives and anecdotes. Great speakers know how to use a story to create an emotional connection between ideas and the audience.



5

Arrive Early

Don't scramble around setting-up your presentation whilst your audience are waiting for you to present. Arrive early, scope out the room you will be using if possible, run through your slideshow and make sure there won't be any glitches. Preparation can do a lot to allay your nerves.



6

Slow Down

Inexperienced or nervous interviewees tend to rush their way through presentations. To combat this, really try to slow down your speech and add pauses for emphasis. It may sound slow to you, but it will give your audience opportunity to closely follow the points you're trying to make.



7

Eye Contact

Remember to make eye contact with everyone in your audience and although tempting, don't focus all your attention on the decision maker. Make all of your interviewers feel included.



8

Project Your Voice

Nothing is worse for your audience than straining to hear your presentation. When nerves kick-in, it's easy to forget to project your voice, but by standing up straight and letting your voice resonate from your lungs will produce a clearer sound.



9

That Awkward Silence

At the end of a presentation, if you don't know the answer to a question, there's nothing worse for the flow of your interview than a long, awkward pause whilst you try to cobble together an answer. If you need a few seconds to compile a coherent answer, use filler statements such as 'that's a really good question' to buy yourself a little bit of time.



10

Ums & Ahs

Another unfortunate side-effect of extreme nerves is the tendency to inject errant 'umms' and 'ahhs' into your presentation or answers to your interviewers' questions. Replace with a pause taking a short breath in. The pause may seem a bit uncomfortable, but the audience will barely notice it.

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