PRESENTATIONS

The Do’s and Taboo’s
When audience members see a genuine and sincere smile, it makes them want to smile too. What could be better than looking out on an audience of happy, smiling people?
Move (do)

Don’t hide behind your podium. Presentations can be scary, but the audience won’t eat you alive. This doesn’t mean you should pace furiously from one end of the stage to the other, but a little movement will help keep your audience awake.
Posture (taboo)

Don’t stand poker straight or immobile, or do the opposite - rock or sway in place. Look at the floor, or close your eyes.
Spelling is important (do)

One of the most embarrassing blunders is overlooking spelling errors on your slides. Don’t depend on the spell-checker either! Your best bet is to review your slides and then ask someone else to look at them next.
Dress (do)

Leave your suit at home when you’re presenting to University students. However, dress appropriately when the focus is on you! If you want to be taken seriously, then you must LOOK the part!
Test your setup before the presentation (do)

Can you see your slides clearly from the back of the room? Is everything working as you had expected?
Present to the crowd (do)

Consider your audience before your presentation. Make eye contact and don’t lean or grip the lectern (desk or table) as though you were holding on for dear life!
Don’t try to impress with jargon (taboo)

Never speak above the crowd in hopes of impressing people. When you’re speaking in a language that doesn’t compute, they’ll tune out. The audience may also see you trying too hard to impress and you may come across as false or insincere.
Update your slides for each presentation (do)

Don’t use the same slides again and again. In the world of visual aids, fresh is good.
Use light colours on a dark background and vice-versa (do)

This seems obvious but it’s important to keep in mind. The easiest combinations to read are white or yellow bold text on a dark background.
Speaking too quickly  (taboo)

It’s natural to speed up when feeling nervous. But when you speak at record speeds, not only is it difficult for the audience to understand what you’re saying, but it’s a dead giveaway that you’re sweating bullets.
Overusing animation (taboo)

Animation is great for capturing the audience’s attention and adding interest to any presentation, if used in moderation. However, when things are whirling, whizzing and zooming across the screen, they direct the people’s attention away from your message. They’ll be too busy trying to figure out how you got your visuals to do those amazing tricks.
Unexpected animation (taboo)

Be sure to rehearse your animated presentation before you give it. This ensures the animation you’ve used is working properly and is appropriate for the audience. Don’t let any unexpected sights or sounds catch you off guard.
Using too many bullets and fonts (taboo)

Keep it simple by using only a few bullets and a maximum of two fonts per slide. If you get too many fonts and bullets, the design becomes cluttered and the information more difficult to read.
Forgetting to delete all guidelines (taboo)

If you’re using PowerPoint, there’s nothing worse than a slide that appears as "Click to add title." Of course the audience will forgive you, but it certainly won’t help you look like a pro.
Using a font that’s too small  
(taboo)

The smaller the font, the more difficult it will be for the audience members at the back of the room to read your information.
Placing too many words on a slide (taboo)

Keep the information in your presentation concise. The words that appear on the slide should spark the larger thought, not explain it.
Using red lettering on your slides (taboo)

Use red with caution as it typically has negative connotations (warning sign or danger. In business it is indicative of failure or financial losses)
Allocate the time you should spend on each slide during the trial-run. Stick to this time-frame during the actual presentation.
TABOO’s: Do not -

- Chew gum or suck on sweets
- Take deep sighs, or use a single gesture repeatedly
- Shuffle your notes unnecessarily, or click your pen or laser pointer on and off
- Twirl or pat your hair, or play with your jewellery
- Turn your back to your audience.
TABOO’s: Do not -

- Put your hands into your pockets
- Crack your knuckles, examine or bite your fingernails, clean your ears, or perform any other body care activity
- Jangle change or keys in your pockets
- Play with your clothing, adjust body parts or undergarments, or lose your undergarments
- Whisper, whimper, mumble, or shout
This is a presentation. Don’t let the audience force you into a corner so that you lose your temper! At all times be in control.
Be yourself! (do)

Be honest, open and sincere. You’re best at being yourself, so let your true self show. People relate to honesty and expressiveness.
In Conclusion:

Pay attention to your **posture**, your **presence** and your **projection**.

Remember that your body language will either enhance or undermine your message, so stay poised and in control!
Thank You

- Mrs S Naidoo