

# EFFECTIVE PRESENTATION TIPS



NOSM U CEPD  
TIP SHEET



## Storyboard your content.

Use a white board to visualize how the slides will progress. What key points do you want to focus on? How will your points flow into one another?



## Use the 10-20-30 rule.

Use 10 slides, keep your presentation to 20 minutes. Don't use font smaller than size 30.



## Start with a bang.

Get the audience invested and interested with a unique opening: a striking fact, an anecdote, or another creative approach.



## Use visuals.

Research shows we learn and retain information better when information is conveyed with both text and visuals. Carefully select images that enhance your message.



## Keep text minimal.

Avoid overloading your slides with text. Use bullet points instead of long paragraphs and keep slides uncluttered.



## Rehearse, but avoid being too formal.

Practice your speech ahead of time, but allow for spontaneity in your delivery. Move around the stage, make eye contact, and show passion.



## Have a clear core message.

Your talk should have a core message that you want the audience to take away. Supporting points should reinforce and lead back to this key message.



## Engage your audience.

Use surveys and polls, start a discussion, or find additional ways to get your audience participating and interacting.



## Conclude by summarizing main points.

End your presentation by repeating your core message and main takeaways.

## Further Reading and References

[10 Tips for a Killer Presentation.](#)

[Ten Simple Rules for Effective Presentation Slides](#)

