

# How to effectively make a presentation?

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There comes a moment in every one's life, when they get a chance to make a presentation. It may be during professional studies, corporate job or a social function. The success of a presentation depends on the caliber of the presenter, which includes strong command over English, the global language. Any presentation will be effective as long as it is delivered confidently, in fluent English and within a reasonable period of time.



## Things to keep in mind while presenting

### 1. Confidence

Confidence is the key to a great presentation. It helps keep the flow of the presentation alive, avoid any instance of stammering and impress the listeners. A presentation that stutters in between will fail to catch the audience attention. You can gain the required confidence with the help of consistent practice.

### 2. Good preparation

Do your homework before you do any presentation. Good preparation will help you remember the key points. It is embarrassing to forget something in between a good presentation and bring the entire process to a grinding halt. A good background preparation will also help to enhance your confidence.

### 3. Over texting

Presentations that are loaded with text are boring. Just list down the key points and present in fluent English. Make use of graphics and animations to add interest to your subject matter.

Any presentation, in order to have the maximum impact, should begin in the right way and conclude graciously.



## **Sample Presentation format :**

### **A. Beginning**

Get the attention of the audience from the start. Say one or two lines to divert them from their current activities. You can say: "Hello Everyone, let's get started." or "Can I have your kind attention please ?"

### **B. Welcome**

It is very important to welcome your audience in the beginning. Without them, you won't have a presentation. Take note to welcome them warmly and politely. You can say: "Good Morning Ladies and Gentlemen, I thank you all for coming here for this presentation" or "On behalf of Infosys, I would like to welcome you all for this software presentation".

### **C. Introduction**

Let the audience know who you are. It's the most important tenet of presentations. You can say "My name is Rohan Sharma, Senior Manager, Infosys" or "As you know, I am Rohit Bhavan, Cultural Officer of Pune University".

### **D. Purpose**

Every presentation has a purpose. Make the audience understand why they are here and why you are on stage speaking to them. It will give them an incentive to pay attention. You can say "The purpose of our presentation is to showcase before you our revolutionary software." or "What I wish to present before you is our successful steps into redefining our

cultural activities in our college".

### **E. Doubts**

Be clear on how you will deal with doubts during the presentation. It is natural for the audience to have questions and doubts, assure them that it will be taken care of during or after the presentation. You can say "If you have questions, I will gladly answer them during the course of our presentation." or "Any doubts will be cleared after the presentation."

### **F. Conclusion**

It is important to conclude a presentation graciously. Do not read out a thank you note, but rather speak out from your heart. You can say " Thank you for your patient listening and hope this presentation will benefit you immensely".



The above presentation format should be followed judiciously for a great and effective presentation. [Effective English communication](#) will help you develop your presentation skills. Learn how to use English for maximum benefit with the help of an [online English tutor](#). All the Best!

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**- By Monika Agarwal**

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