

Elements of a Presentation

Your speech, slides, and handouts are three different things.

” Stop using your slides as teleprompter and handout.



Slides

- Minimal or nothing at all
- Not a reiteration of speech
- Encapsulates & supplements core message
- Helps audience keep track of your structure
- Never make your audience read and listen at the same time



Speech

- Use story-telling
- Simplify and focus
- Show your personality
- Use emotion and passion
- Engage with your audience
- Do NOT read from your slides
- Speech is your most powerful element



Handouts

- Reference materials
- NOT a printout of slides
- Allows participants to dig in deeper
- Information too granular for slides or speech
- Useful to refresh memories and retrieval practice

” Don't send slides to the audience after the presentation. Slides should be useless without the presenter.

” *Despite what you learned in school, a presentation is NOT a way for you to regurgitate everything you know about a given subject*