Elements of a Presentation

Speech

- Stop using your slides as teleprompter and handout.
- 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

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

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

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

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

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