

ideal

Three P's of Presentations

Tip Sheet

For more information or to schedule a workshop please contact IDEAL at 392-1655 ext. 311

Preparation

- Make an outline to help you plan.
- Research your topic and audience.
- Use Visuals: PowerPoint, handouts, posters, videos, ...

Performance

- Use concise stories to make the presentation memorable.
- Keep the presentation interactive.
- Repeat important information.
- Avoid using "um" and "like".

Professionalism

- Be on time.
- Dress appropriately.
- DO NOT use offensive jokes or symbols

Audience

- Analyze: who is your audience?
- Understand the audience's knowledge of the subject.
- Know the demographics of the audience. For example, age, sex, educational background, etc.
- Interests: is attendance mandatory or voluntary?
- Environment: Can everyone see and hear you?
- Needs of the audience.
- Customize: this will help you connect with your audience.
- Expectations of the audience.

