



Presentations Like a Pro

Presentations

Presenting Like a Pro: In Person or Online

Presentations: The What & The How

- Structure
- Visuals
- Public Speaking
- Online/Remote

Presentation Structure

Introduction

- All about you, your subject, your thesis

Body of Content

- All about knowledge sharing

Conclusion

- All about final thoughts & reflections.

Closing

- Thank you & goodbye

Q&A

Presentation Visuals

Slide Layout

- Visuals as supports
- Accessible font

Slide Design

- Use filler slides when no visuals required
- 6;7 Rule

Tech Readiness

- Prepare for tech failure

Public Speaking

Physical Presence

- Good posture & eye contact

Vocal Presence

- Avoid the “um”
- Use pauses & reorientations

Cue Cards

- These are not a script!

Rehearse

Online/Remote Presentations

Webcam & Monitor

- Speak **to** your audience
- Visual alignment

Tech Check

- Test rooms
- Practice with presentation

Rehearsal

- Microsoft 365 features

References

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