Simple Techniques for Effective Presentation

Kasun Gayantha
and
Faiz Marikar

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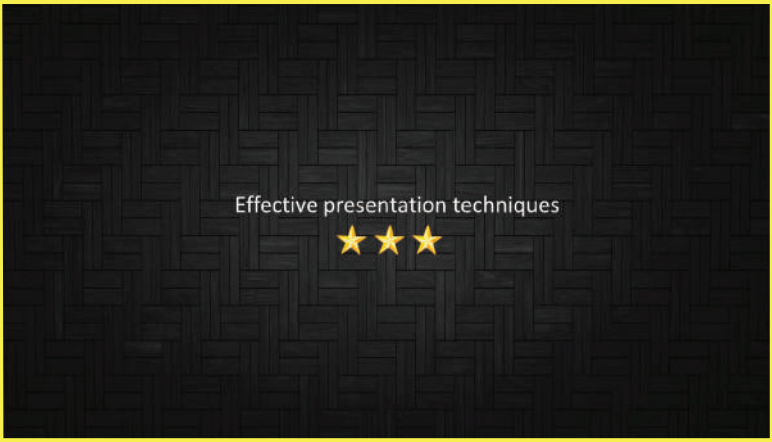
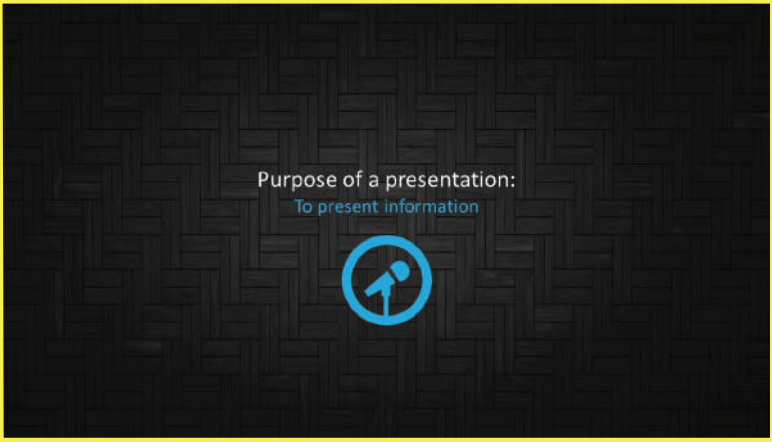
Dedicated to our Parents and Teachers

Basics on Planning

When planning a presentation, it's useful to start with a wide focus and then drill down to specific details that define your purpose and objectives.

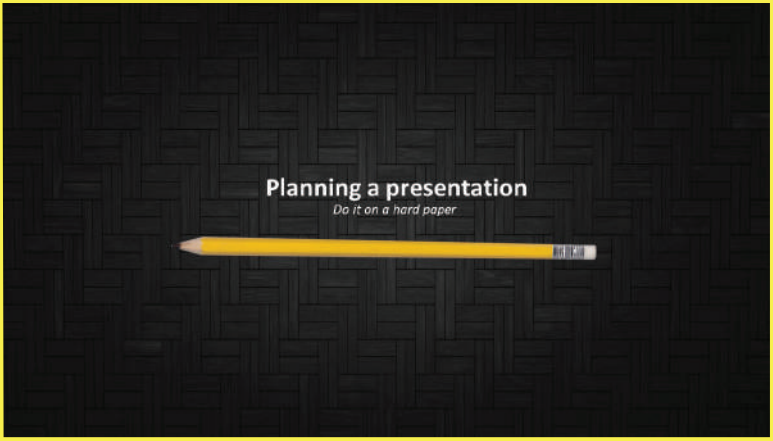


Purpose

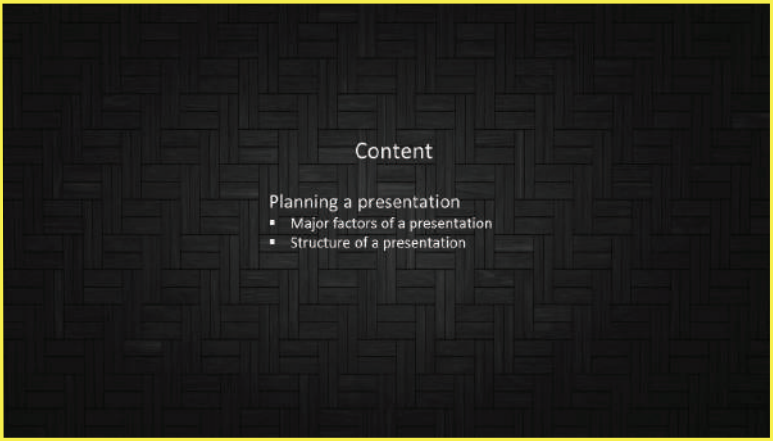


Planning your presentation

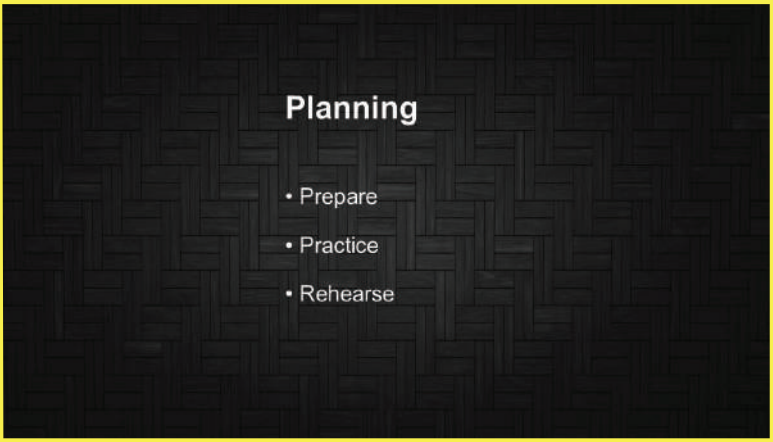
Do it in a paper first then comes to the software



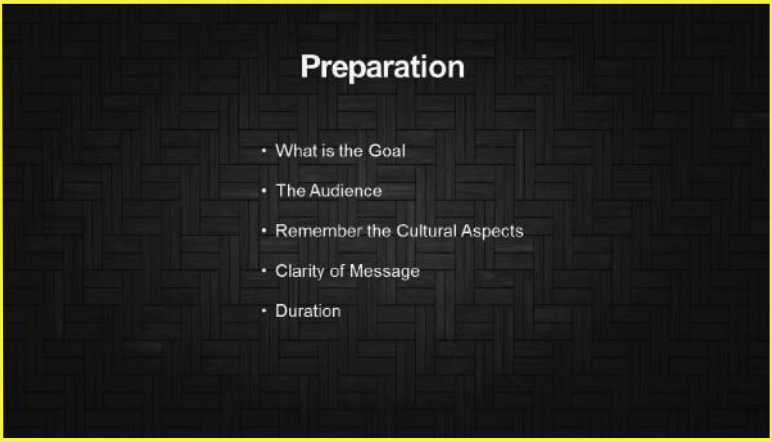
Content



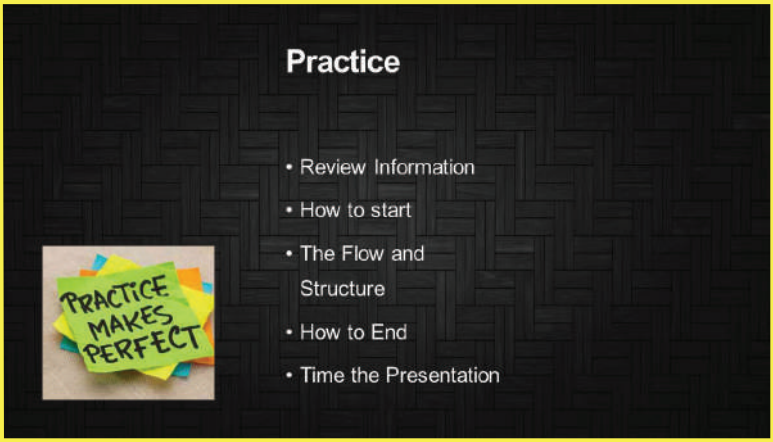
Planning



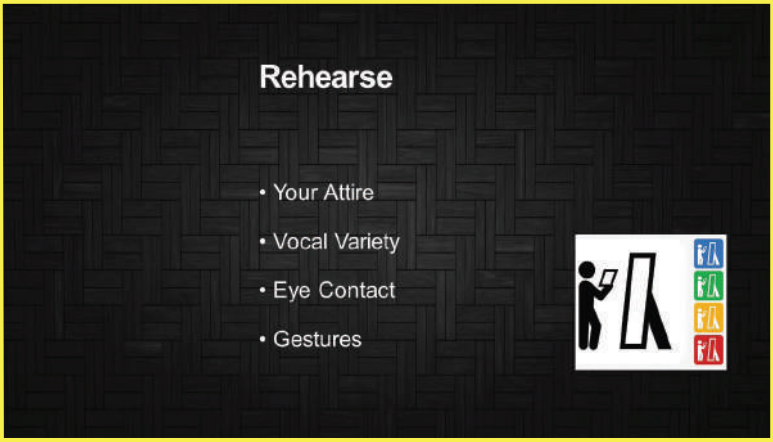
1) Preparation



2) Practise



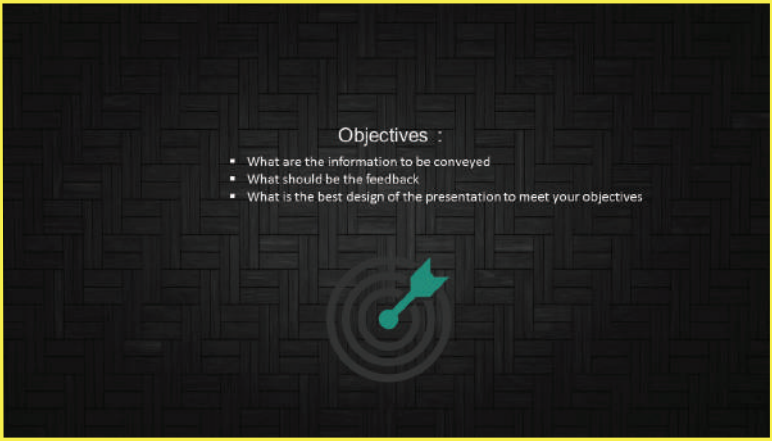
3) Reherarse



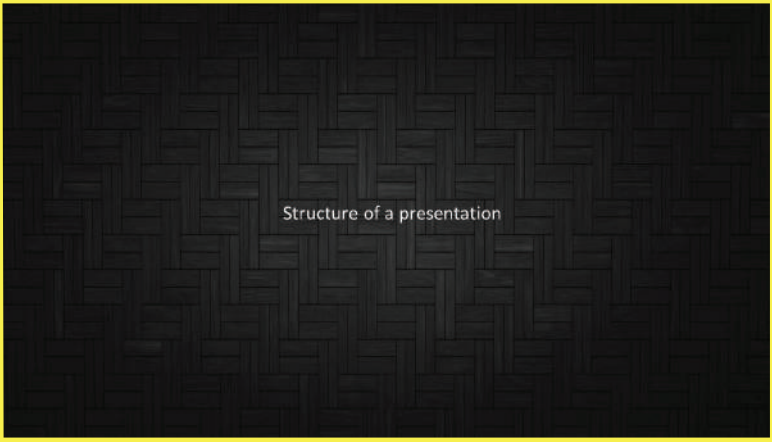
Structuring Your Presentation

Main factors to be considered before your presenation as listed above.

Objectives

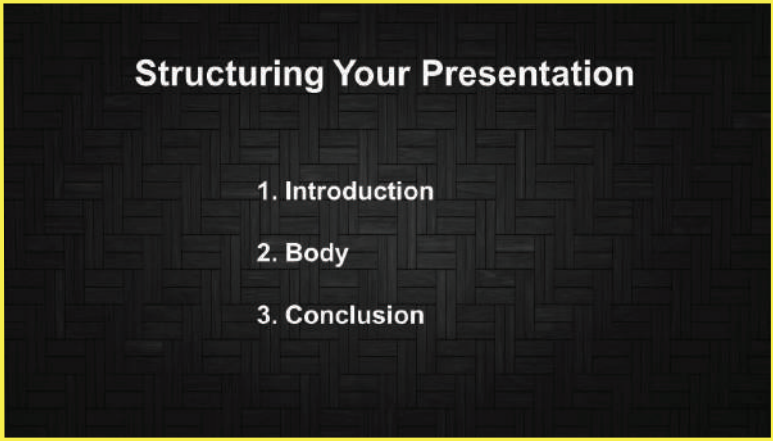


Structuring Your Presentation

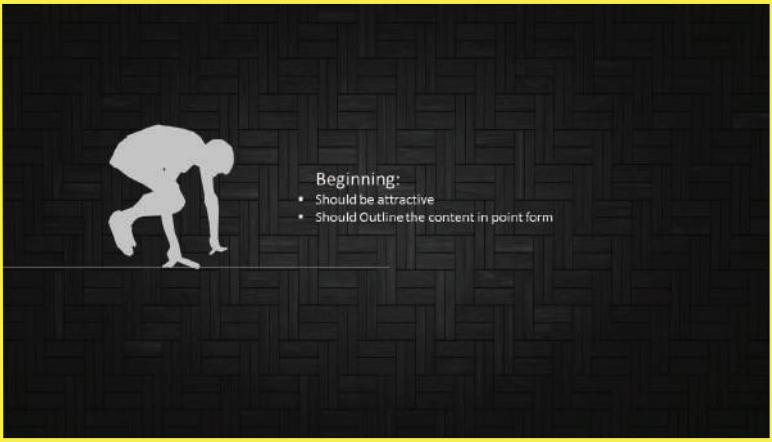


Tell them what you plan to tell them (introduction)
Tell them (body)
Tell them what you told them (conclusion)

Structure



1) Beginning



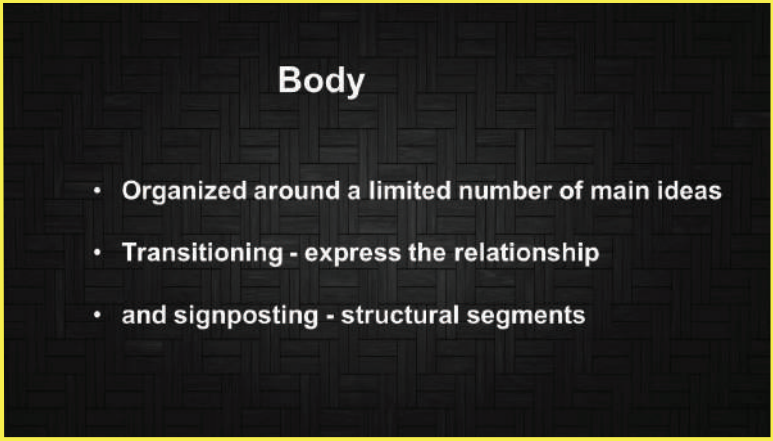
Should be simple and attractive

Introduction

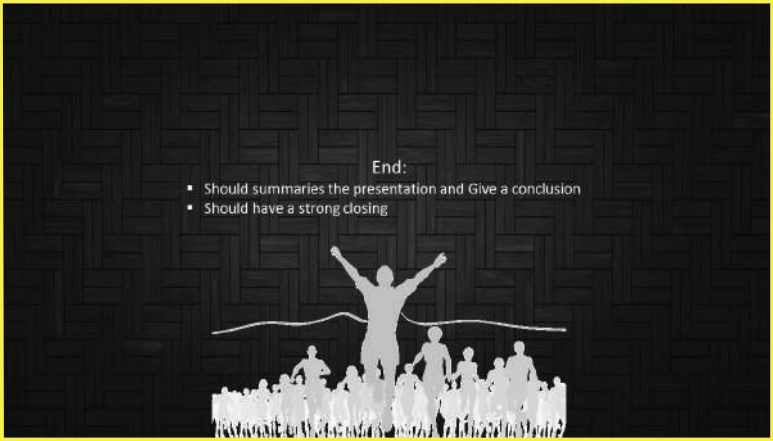
1) Middle

Pitch it correctly

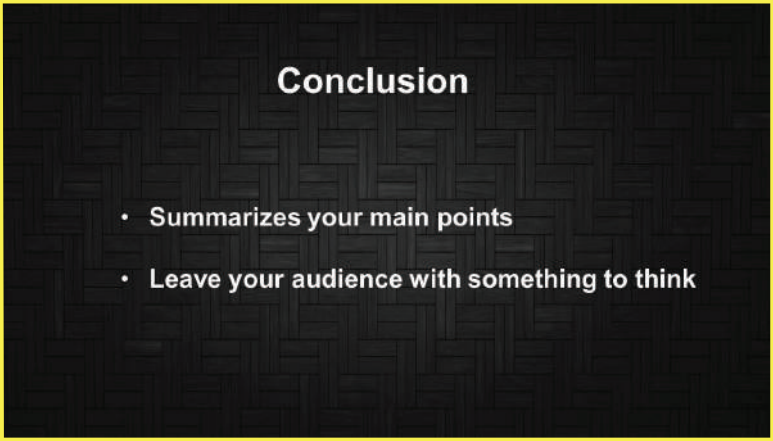
Body



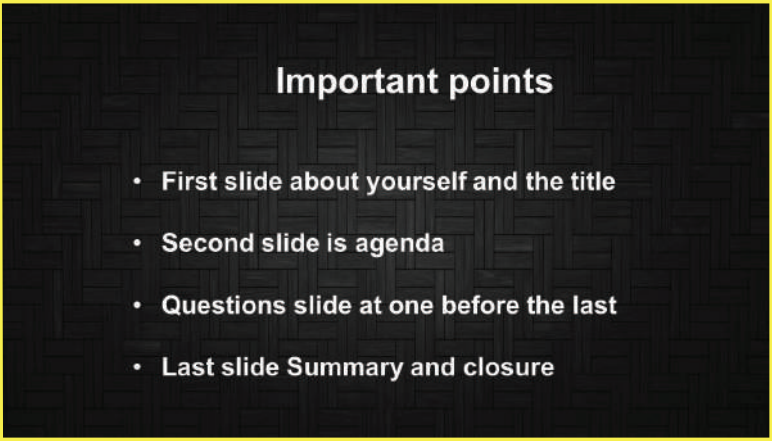
3)End



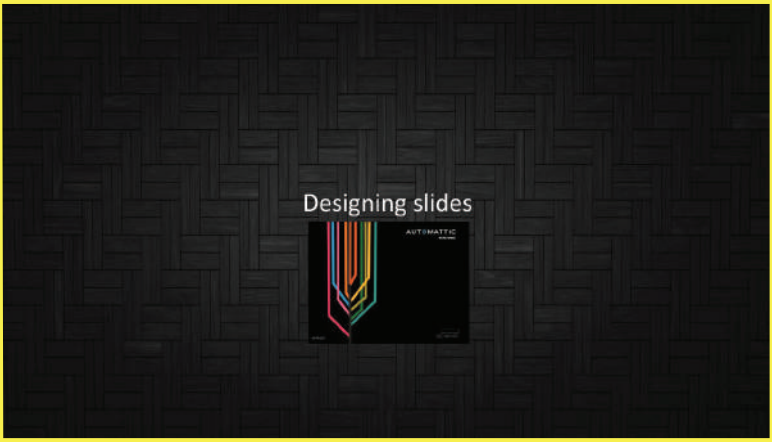
Conclusion



Important points

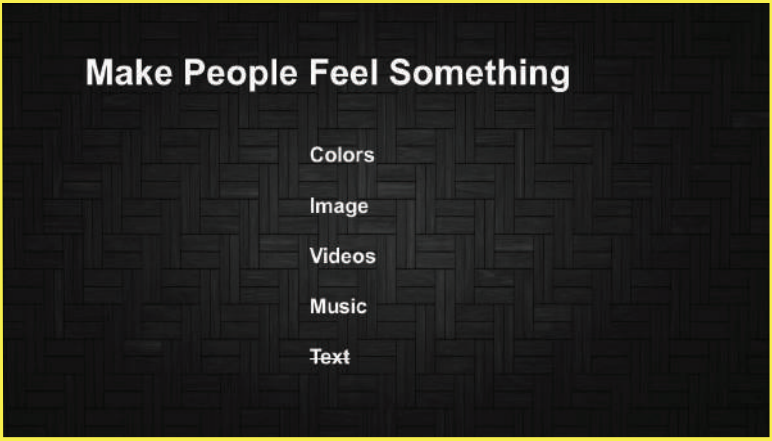


Designing slides

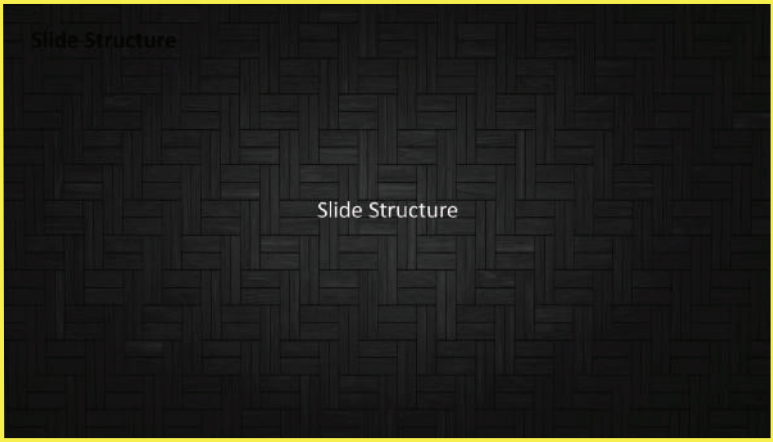


This section covers how to design a proper presentation

Feel difference

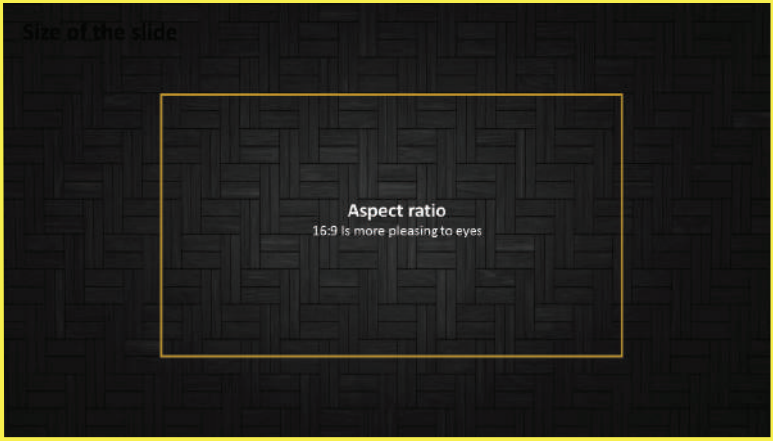


1) Slide Structure

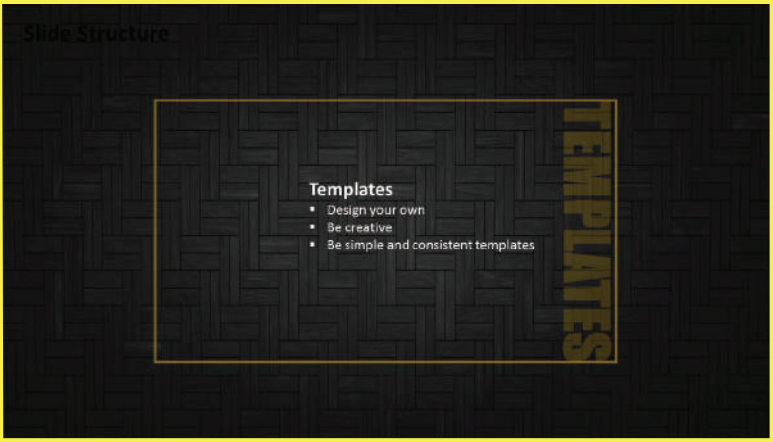


Select the correct size for the presentation

Ratio



Template



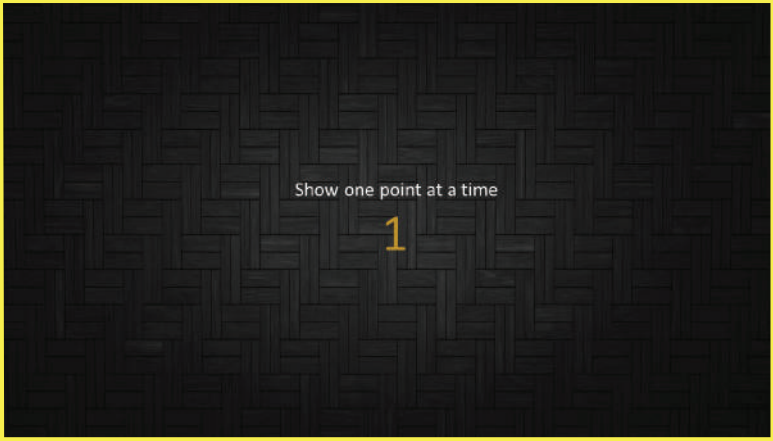
Simple template is the best one

2) Number of slides

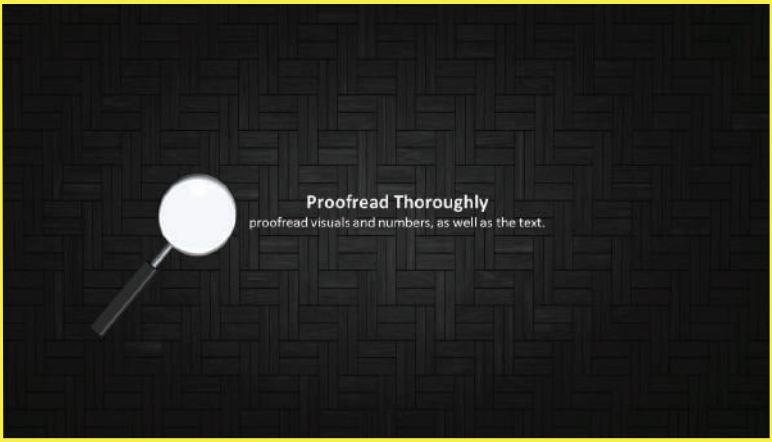
3) Wording

Maximum 36 words for a slide

4) One message

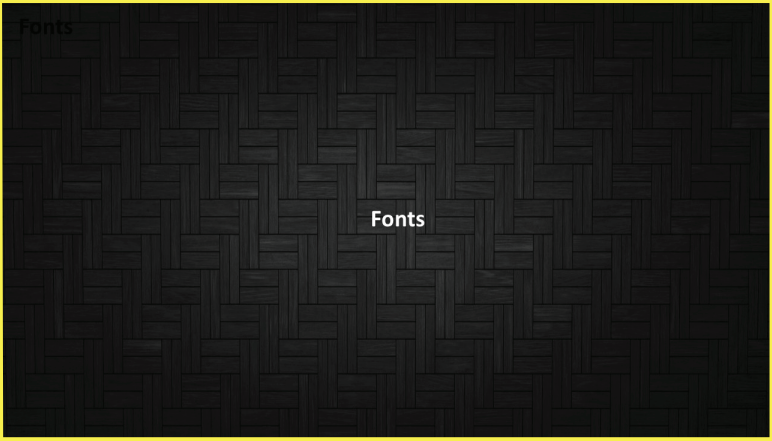


5) Proof read

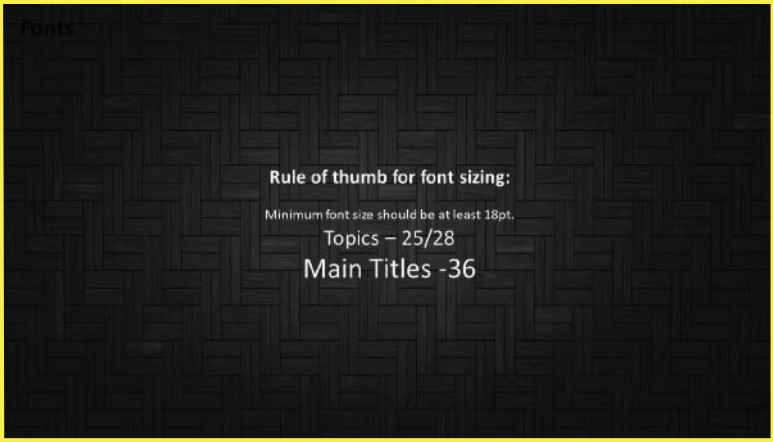


Use a spell checker

6) Fonts



Body 28 and Titles 36



6X6 Theory is the best and 3 bullets for slide

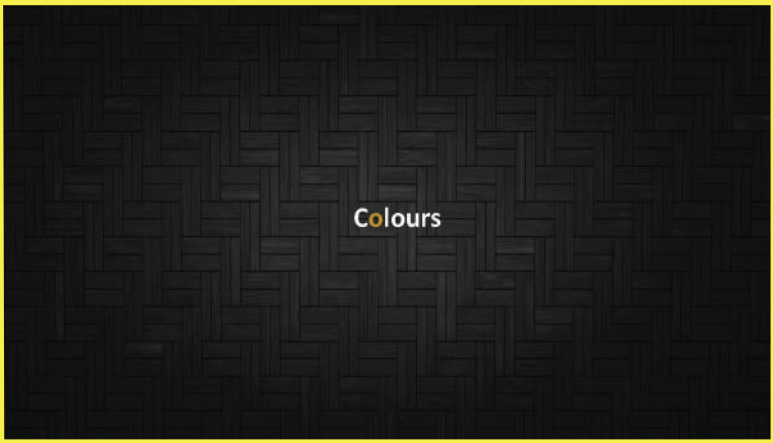
Font styles

Font styles - Dont use Times

Avoid fancy fonts

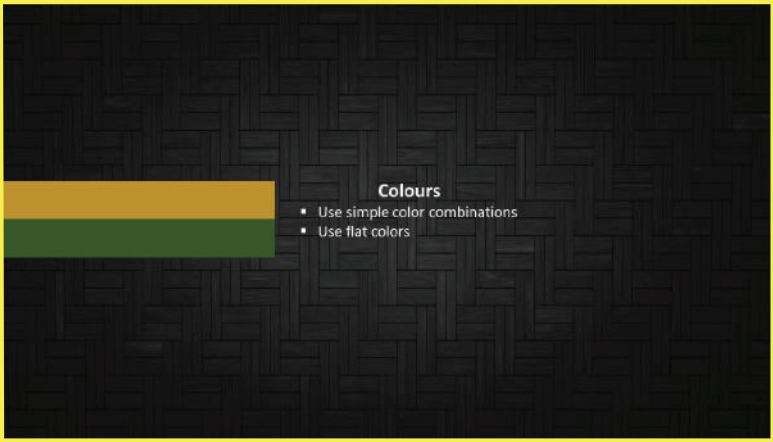
Arial or Calibri is the best

7) Colors



Dont use Red color

Use flat colors

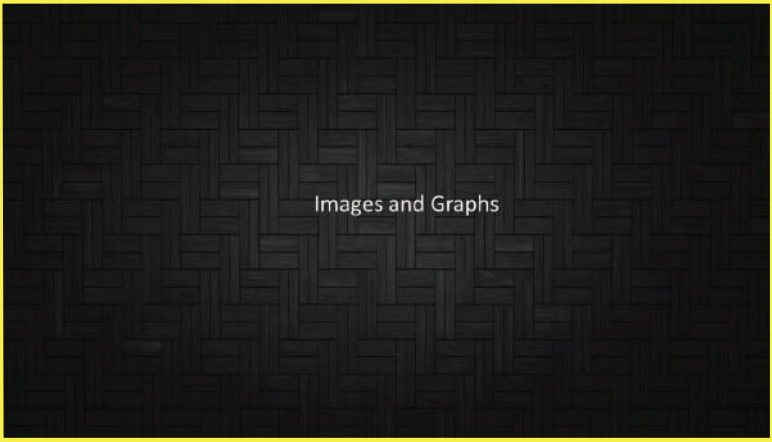


Color contrast is important

Eye sooting colors are the best

Look at the spectrum

8) Images



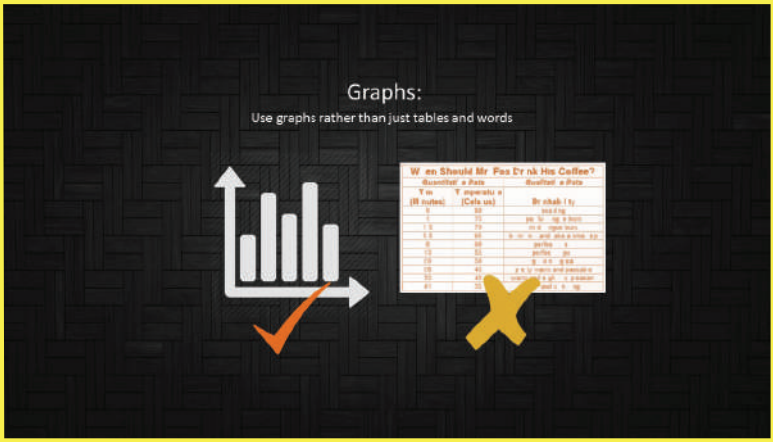
Play with the images to get the best image

Create your own one

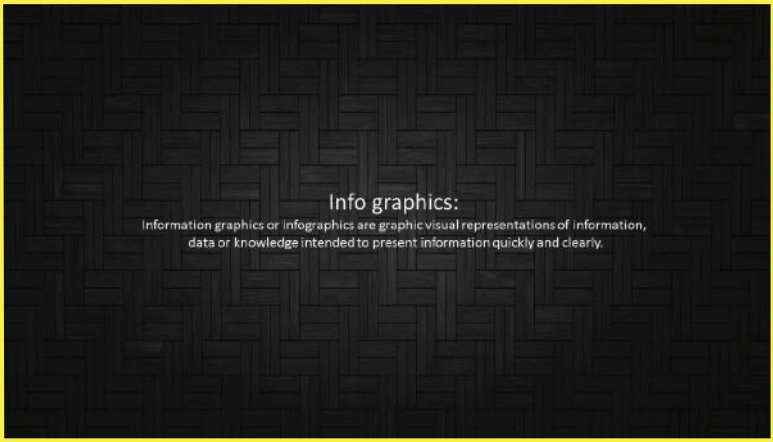
Take a big images

Show actions

9) Graphs

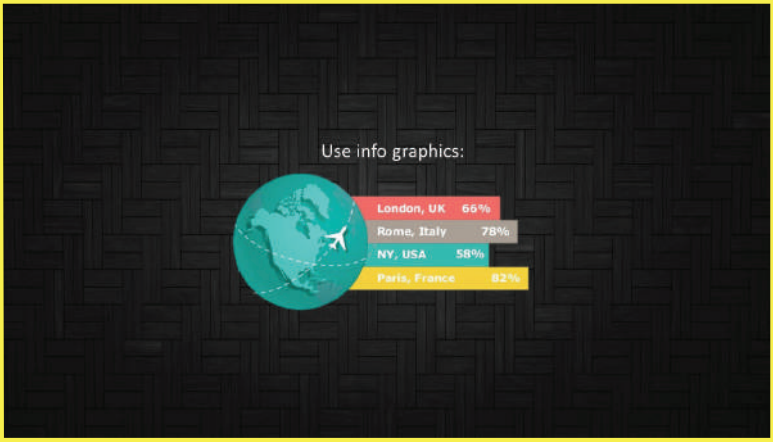


Use graphs insted of words

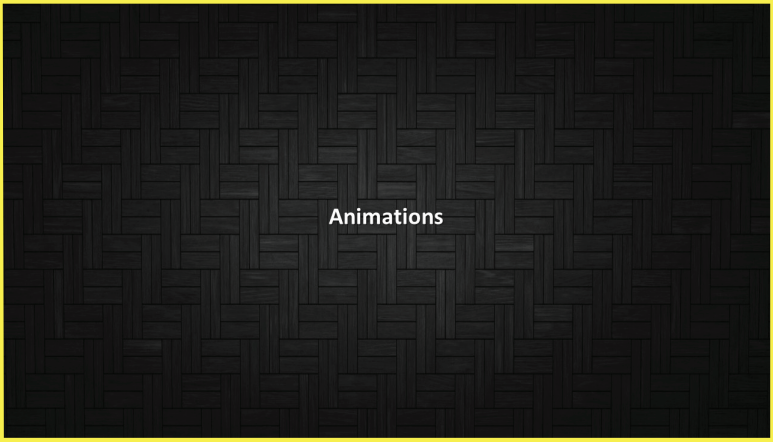


Use info graphics

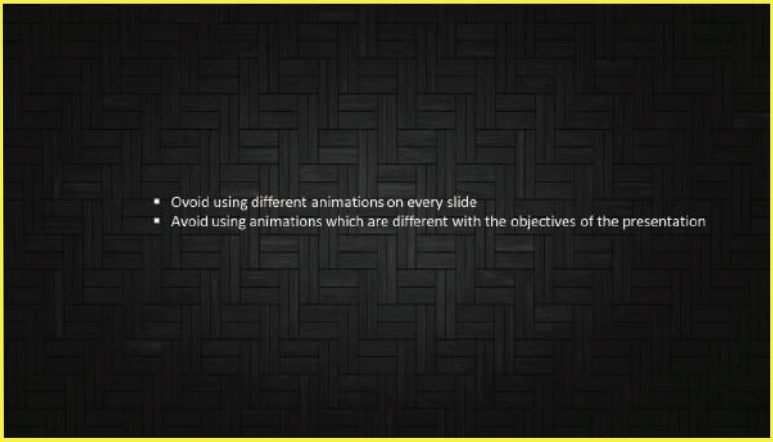
More on graphics



10) Animations

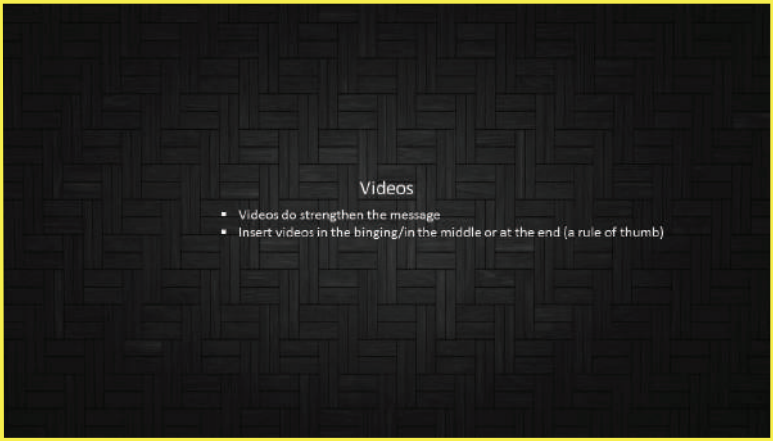


Better avoid animations



11) Videos

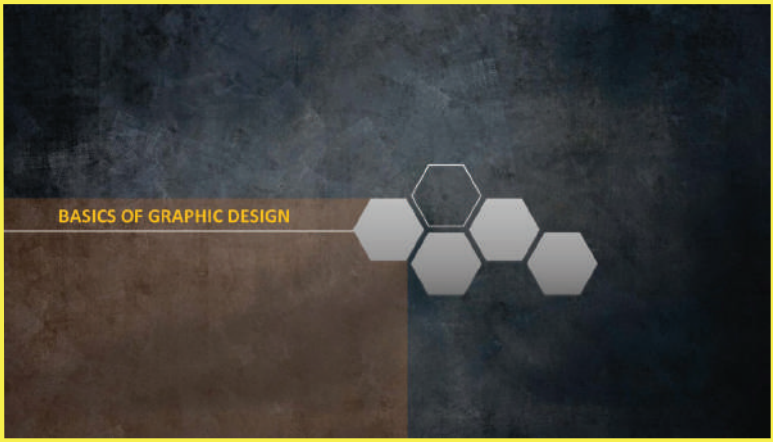
Get an appropriate one



Less than 2 minutes

12) Music

Basics on Graphic Design

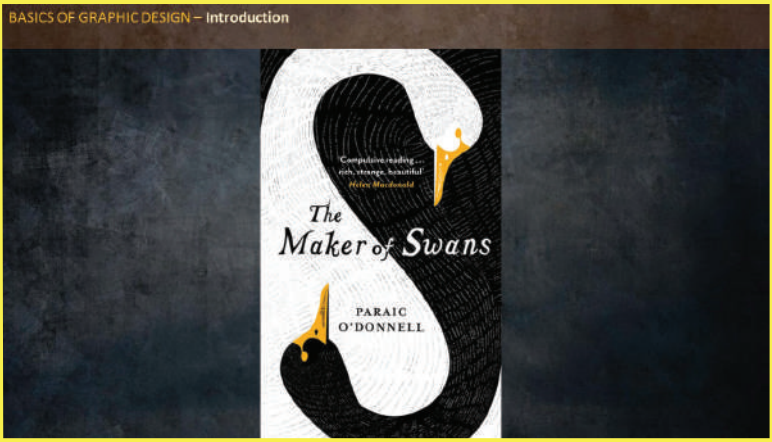


Introduction

White Space was well utilized and optimum use of the given space in the following presentation

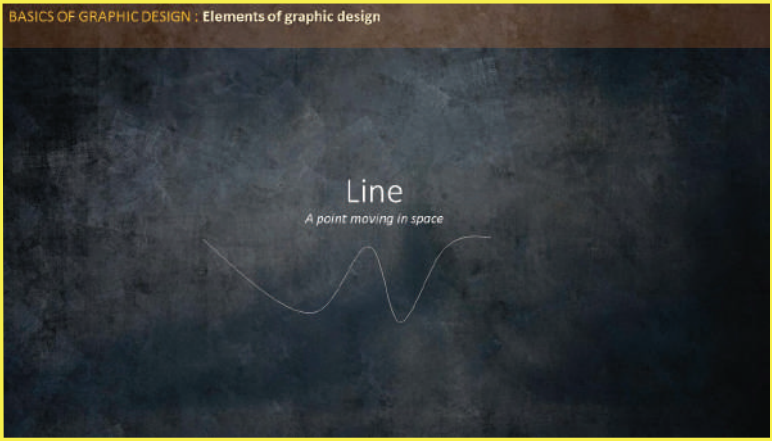
Definition :

The art or profession of visual communication that combines images and words to convey information to an audience

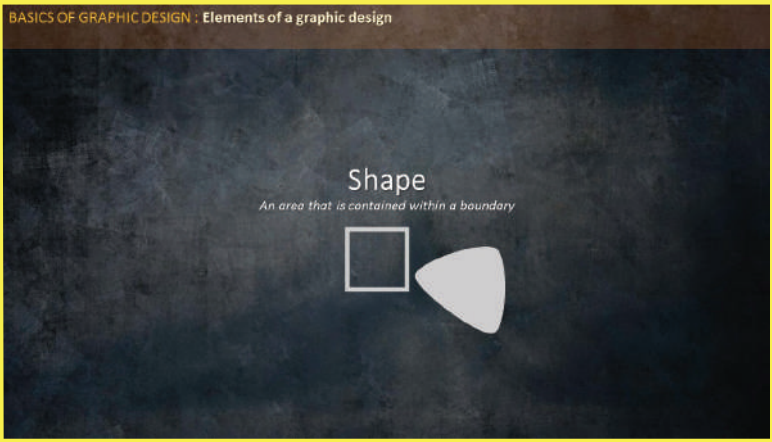


Elements of graphic design

1) Line



2) Shape



3) Form

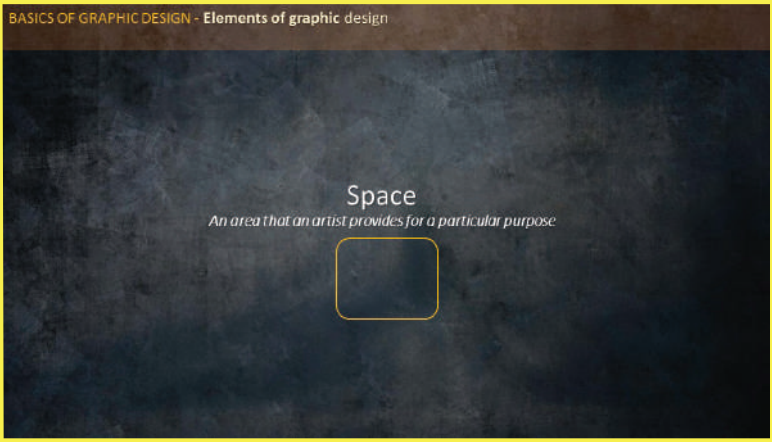
4) Texture

5) Color

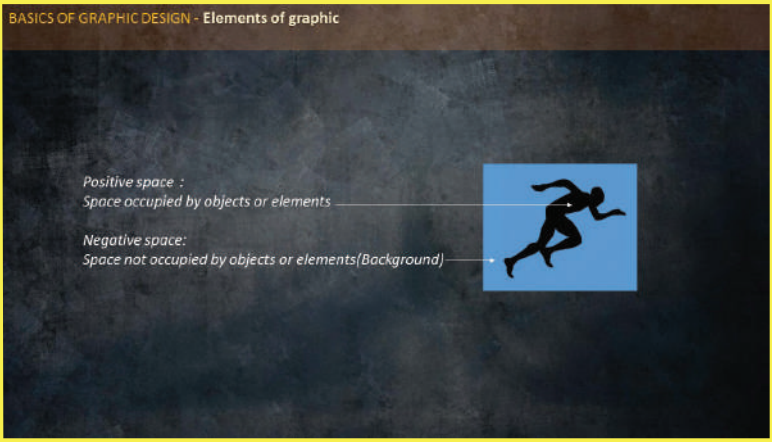
Dont use the red color

6) Space

Keep white spacing to make a balance



How to select positive and negative space

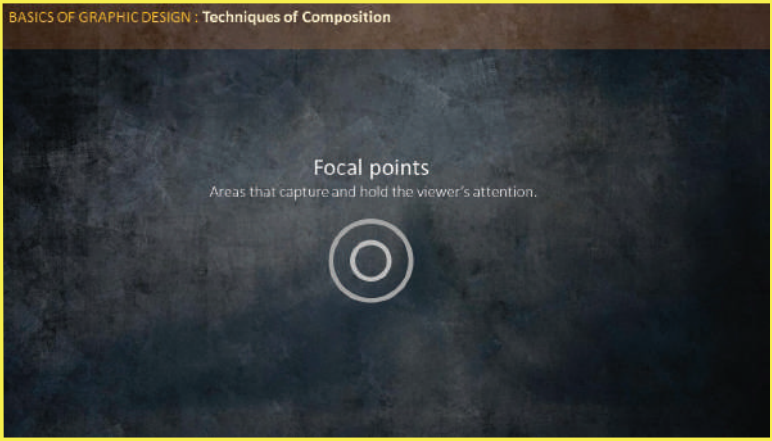


Techniques of Graphical Composition

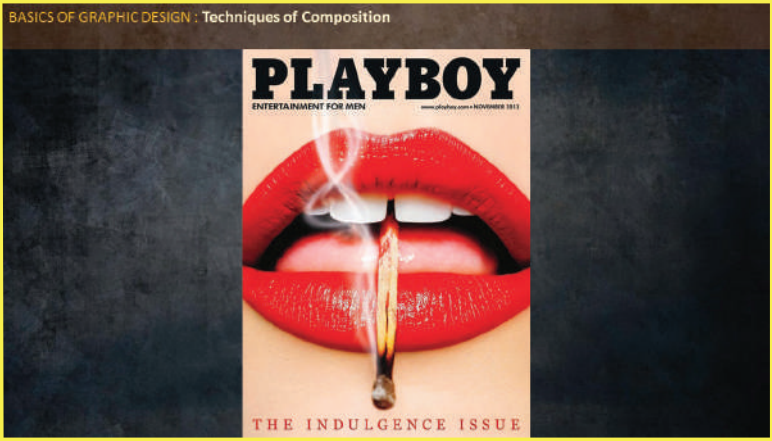
Definition :

Organization of the elements of graphic according to the principles of art.

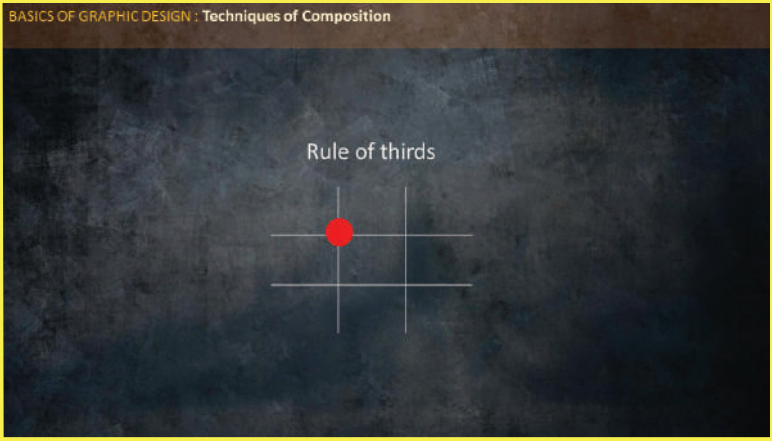
1) Focal points



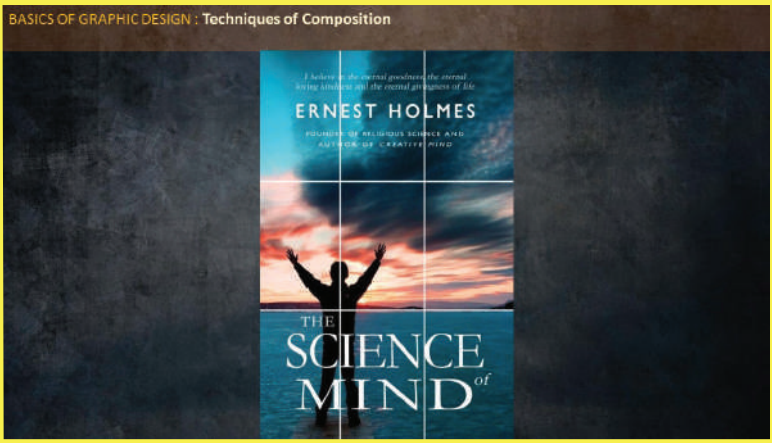
Target the focal point in the presentation, think differently whether the lips or burning lips.



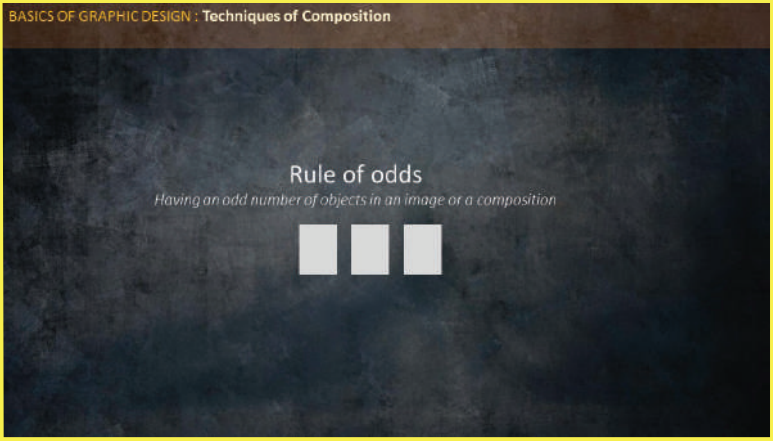
2) Rule of third



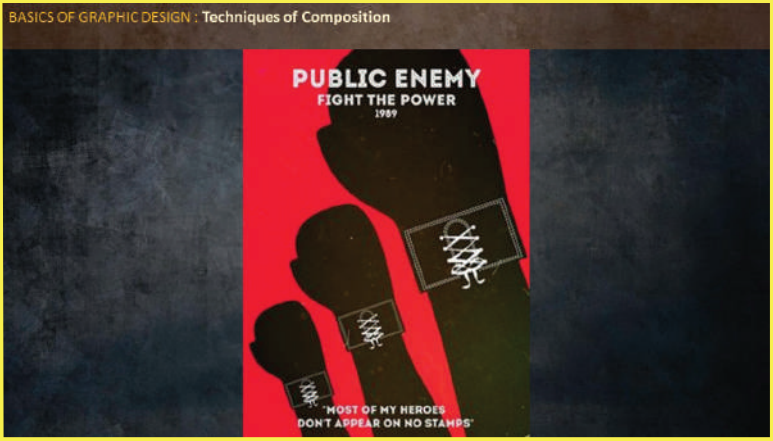
Images are the best place to locate is 3rd row 1st colum



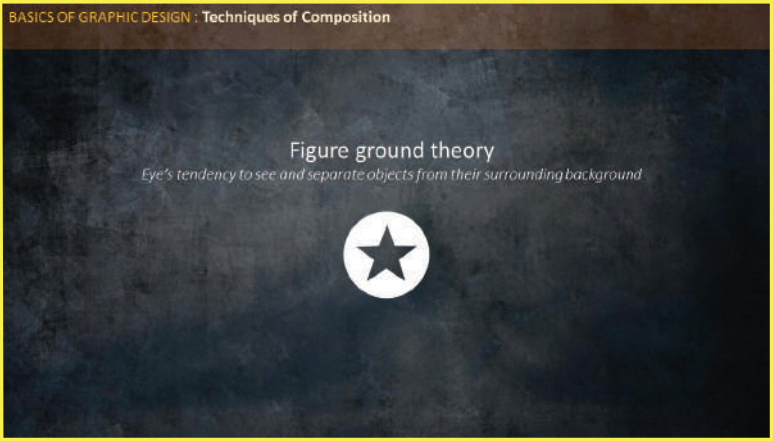
3) Rule of odds



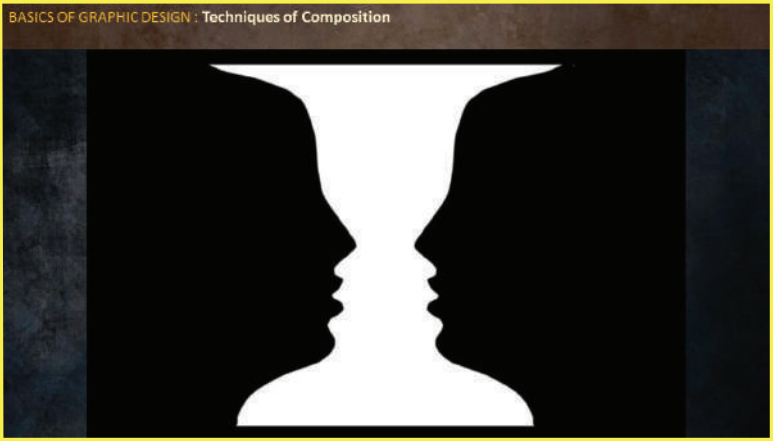
Always follow the rule of odds, one or three will be the best



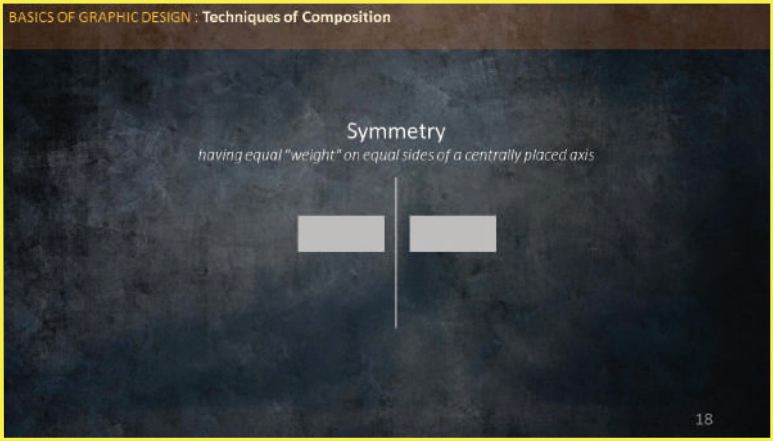
4) Figure ground theory



Take the audience out of the track on and off

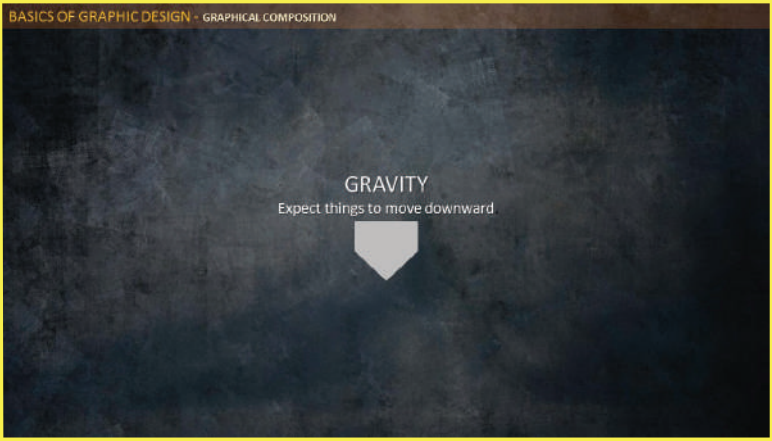


5) Symmetry



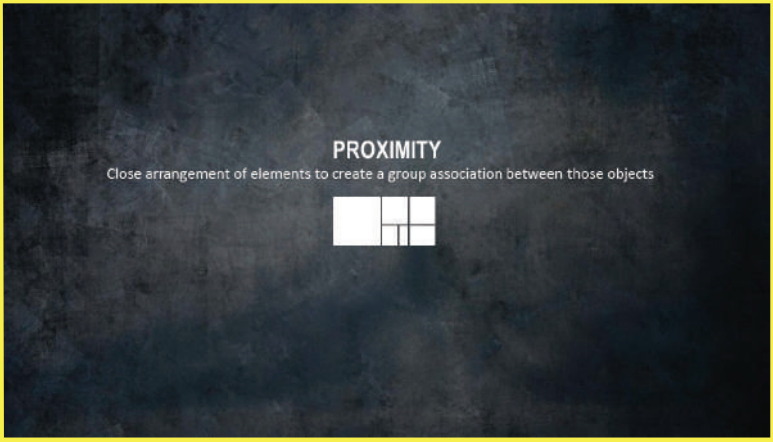
Design it according to the symmetrical line

6) Gravity

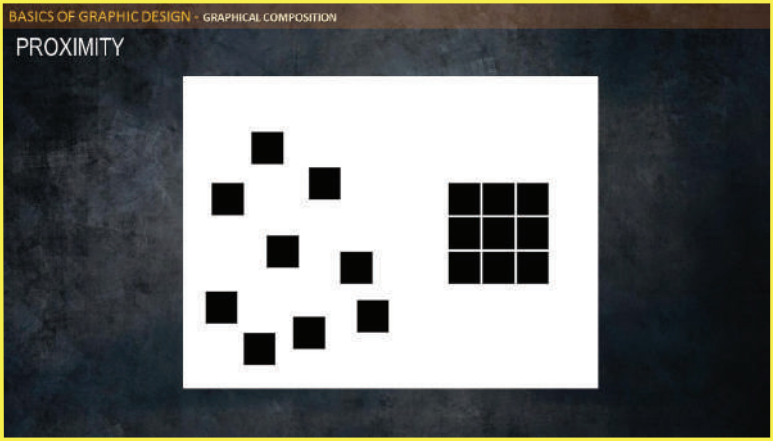


Show the gravit of the design

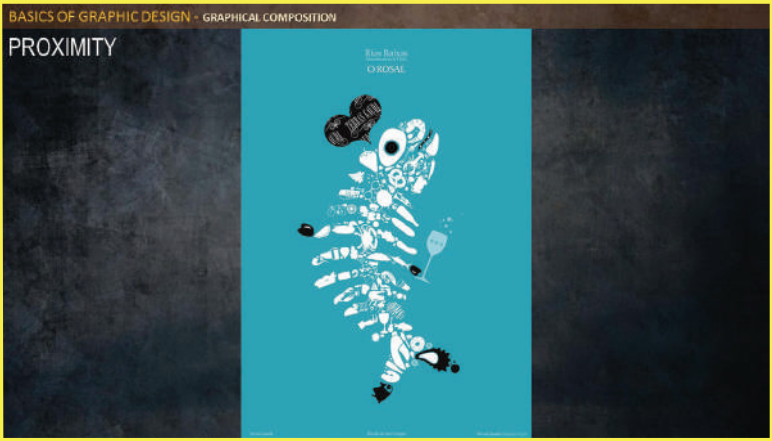
7) Proximity



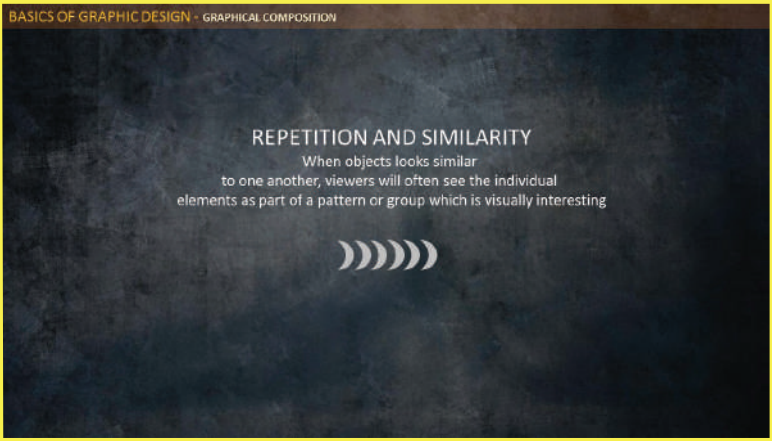
Similar stuff keep it in a close proximity



Look at the image and the qualty of proximity

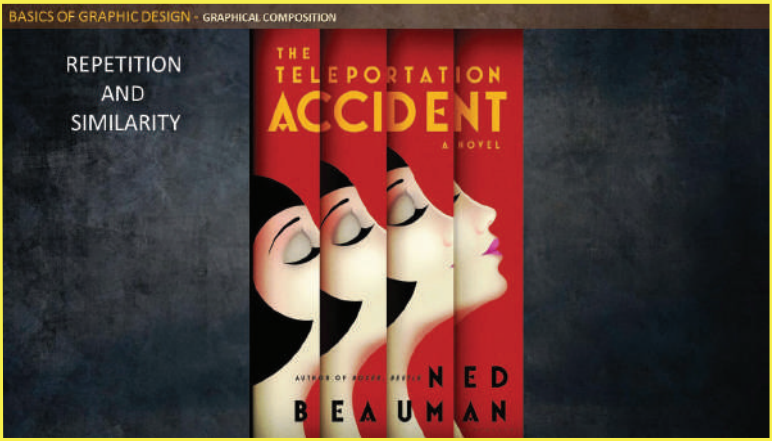


8) Repitition and Similarity

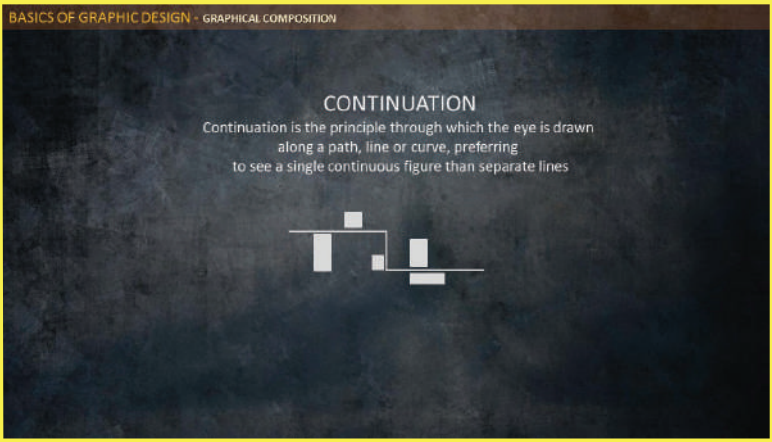


Beauty of the repetition in replication

Beauty of the repetition in a series of images

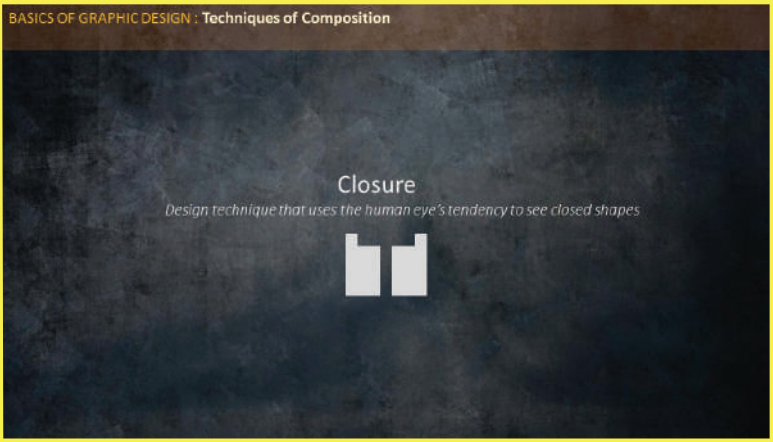


9) Continuation

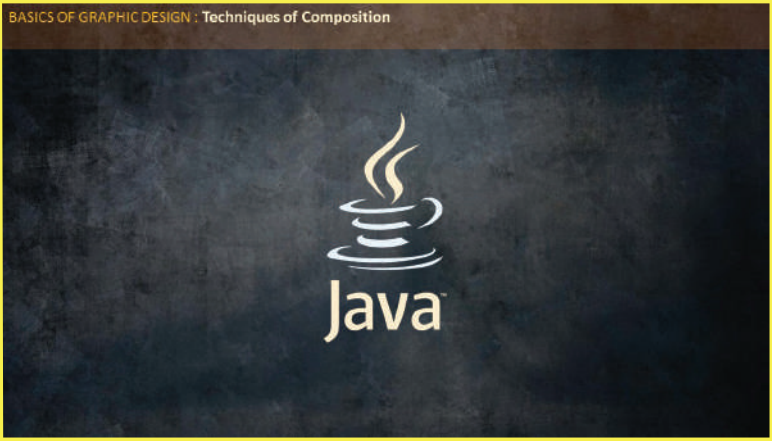


Eye and the brain looks at the continuation

10) Closure



Always get a closed images or full images



11) Color

Thee main types of color combinations

Basic techniques of color combinations

Monochromatic colors

Analogous colors

Complimentary colors

Split Complimentary colors

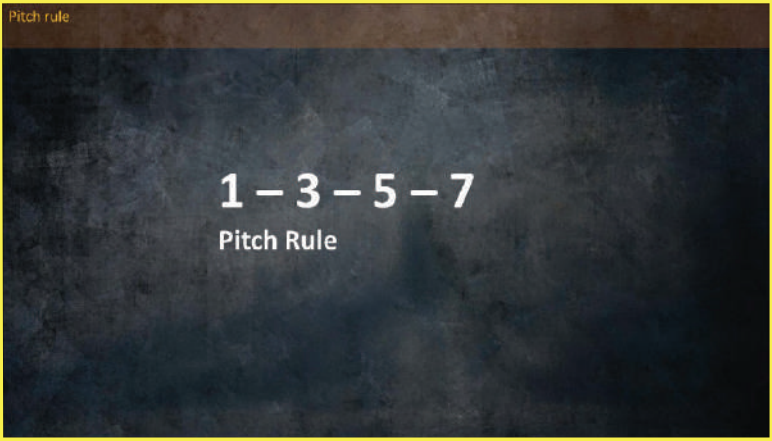
Tetratic colors

Types of presenation

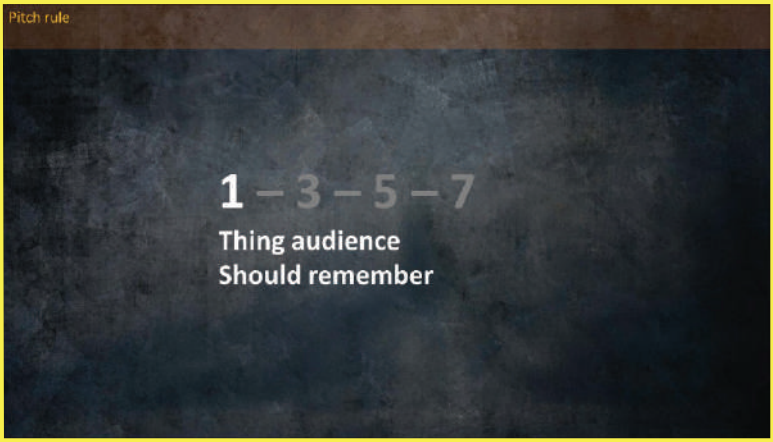
Climax and Nancy

Perfect Pitch

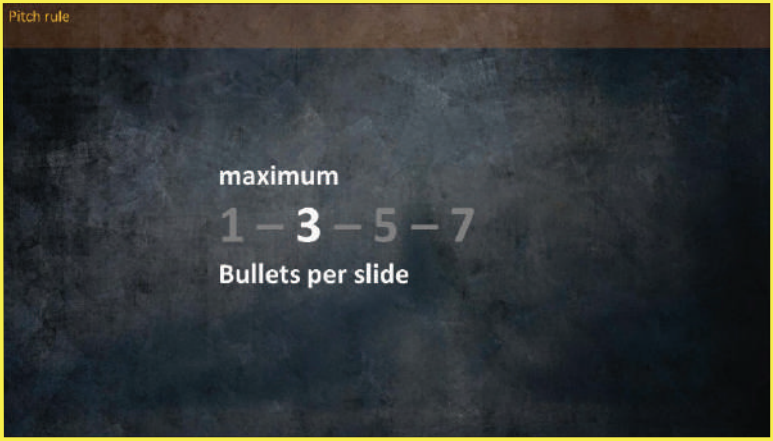
Follow 1-3-5-7 Rule



One message for one presentation

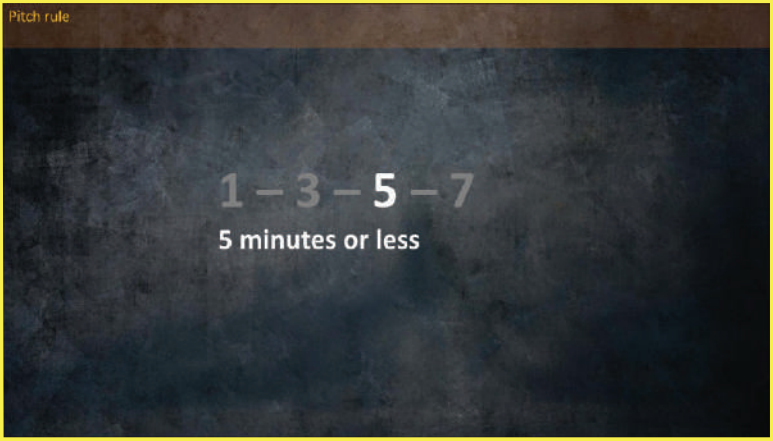


Three bullets for one slide



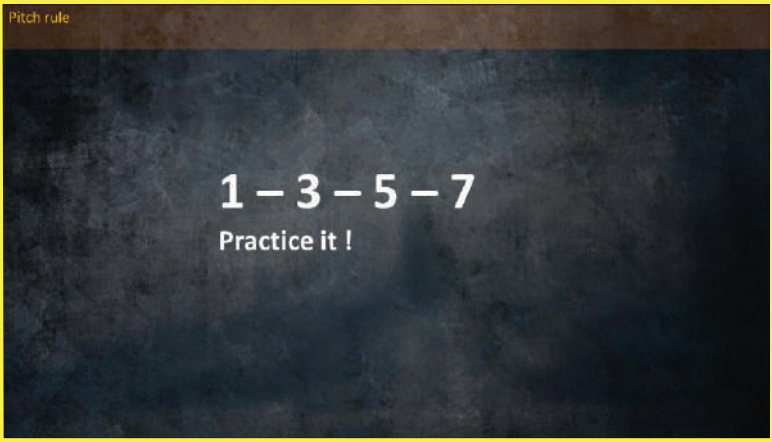
Arial font size is 30 pt

For five minutes seven slides



Seven slides for five minutes

Practice 1-3-5-7 Rule



Great presenters make speaking in front of a crowd look effortless and enjoyable. They have confidence and charisma, and they know how to engage people's hearts and minds. As a result, they deliver compelling presentations that motivate others to take action, and leave audiences wanting more.

Unfortunately younger generation put less effort on preparation of slides in a proper manner. This book will be an eye opening for them.

Cheers and Enjoy using it

Kasun Gayantha and Faiz Marikar

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