



**Teach**  
**Learn**  
*Relax*

# PRESENTATIONS

ideas to apply

LET ME GUIDE YOU  
TEACH LEARN RELAX

# FIRST THINGS FIRST



**START WITH  
HOUSEKEEPING  
INFORMATION.**



**ENSURE  
EVERYBODY IS  
READY AND  
FOCUSED.**



**DISPLAY AIMS  
AND  
OBJECTIVES.**

**01**

**ORDER THE SLIDES IN A  
MEANINGFUL WAY TO HELP  
YOU TO TELL A STORY.**

**02**

**DO NOT REPEAT THE SAME  
THINGS.**

**03**

**USE BULLET POINTS  
RESPONSIBLY.**



# IMAGINE...



Use symbols,  
info-graphs and  
relevant pictures  
to activate  
imagination.



# QUALITY MATTERS

Use memorable  
and good  
quality images,  
photos and  
sounds.



**CHANGE**

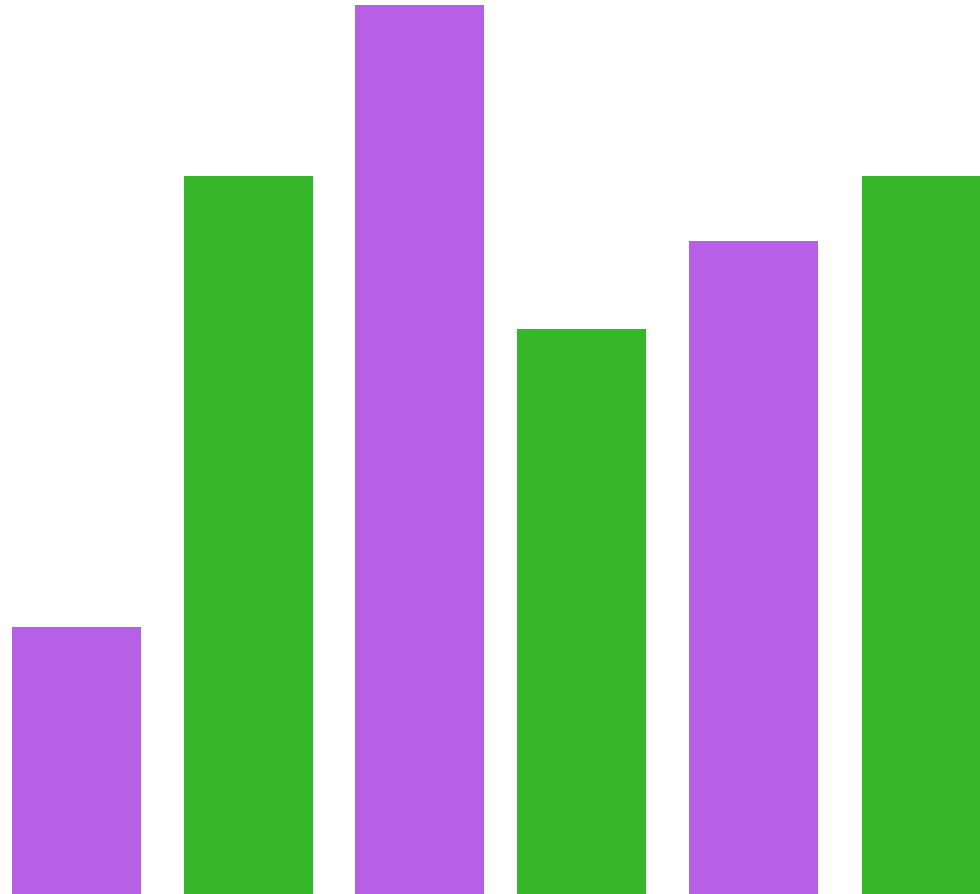
**BACKGROUNDS,**

**COLOURS**

*and fonts.*

A close-up photograph of a diverse bouquet of flowers. The arrangement includes a large, bright pink rose at the top center, surrounded by clusters of purple flowers, several bright yellow chrysanthemums, a large orange chrysanthemum at the bottom right, and a purple flower at the bottom left. The background is filled with more of these colorful blooms, creating a rich, textured scene.

**USE VIVID  
COLOURS**



**Make sure that you use  
appropriate background for  
charts and diagrams.**



- **Too much text or features on one slide spoil it.**
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**Use phrases &  
elliptical  
sentences.**



Ready-made templates save time.

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Fact.



Include  
web links.



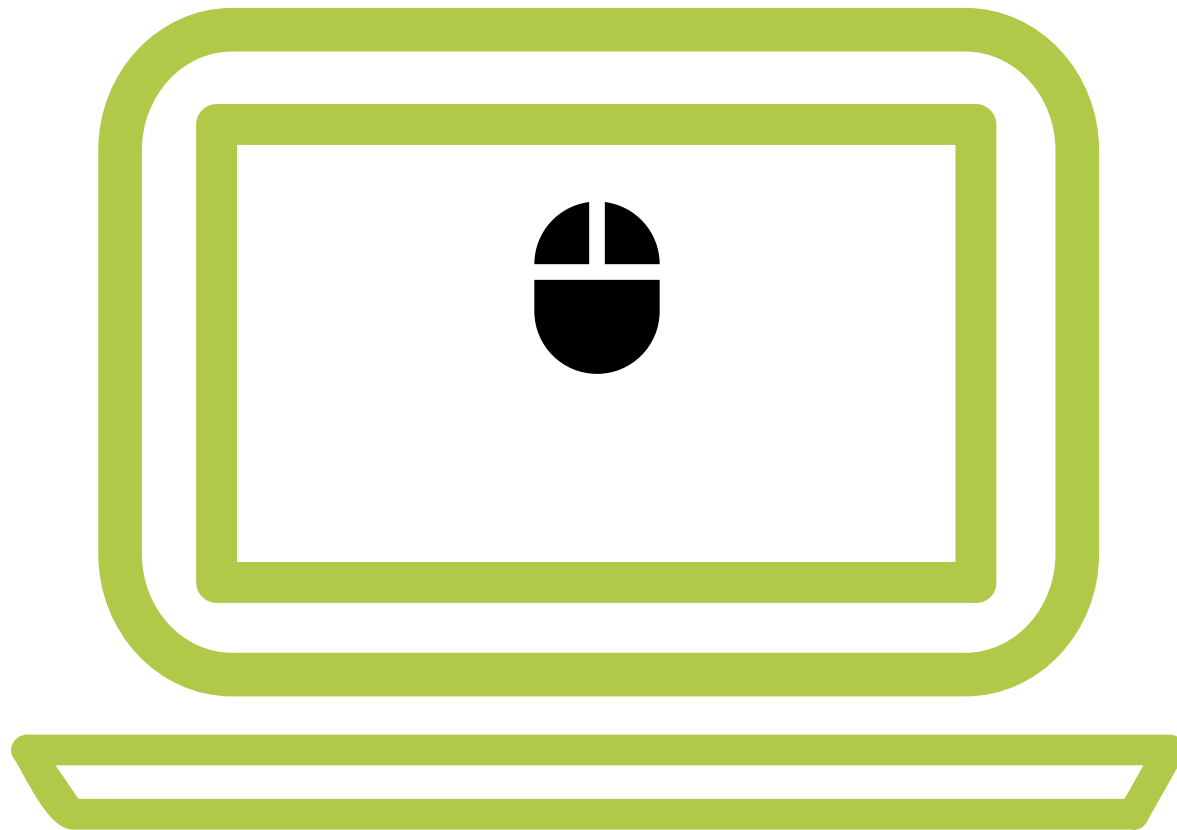
List  
resources.

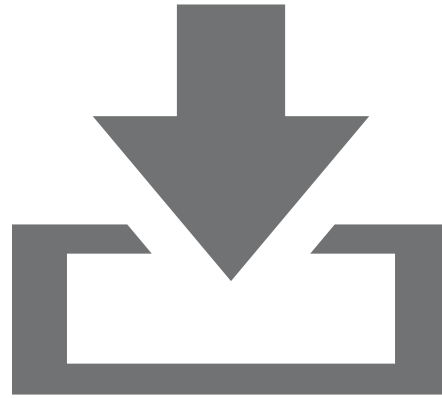
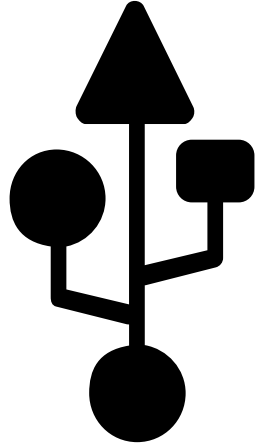


Check for  
copyrights.



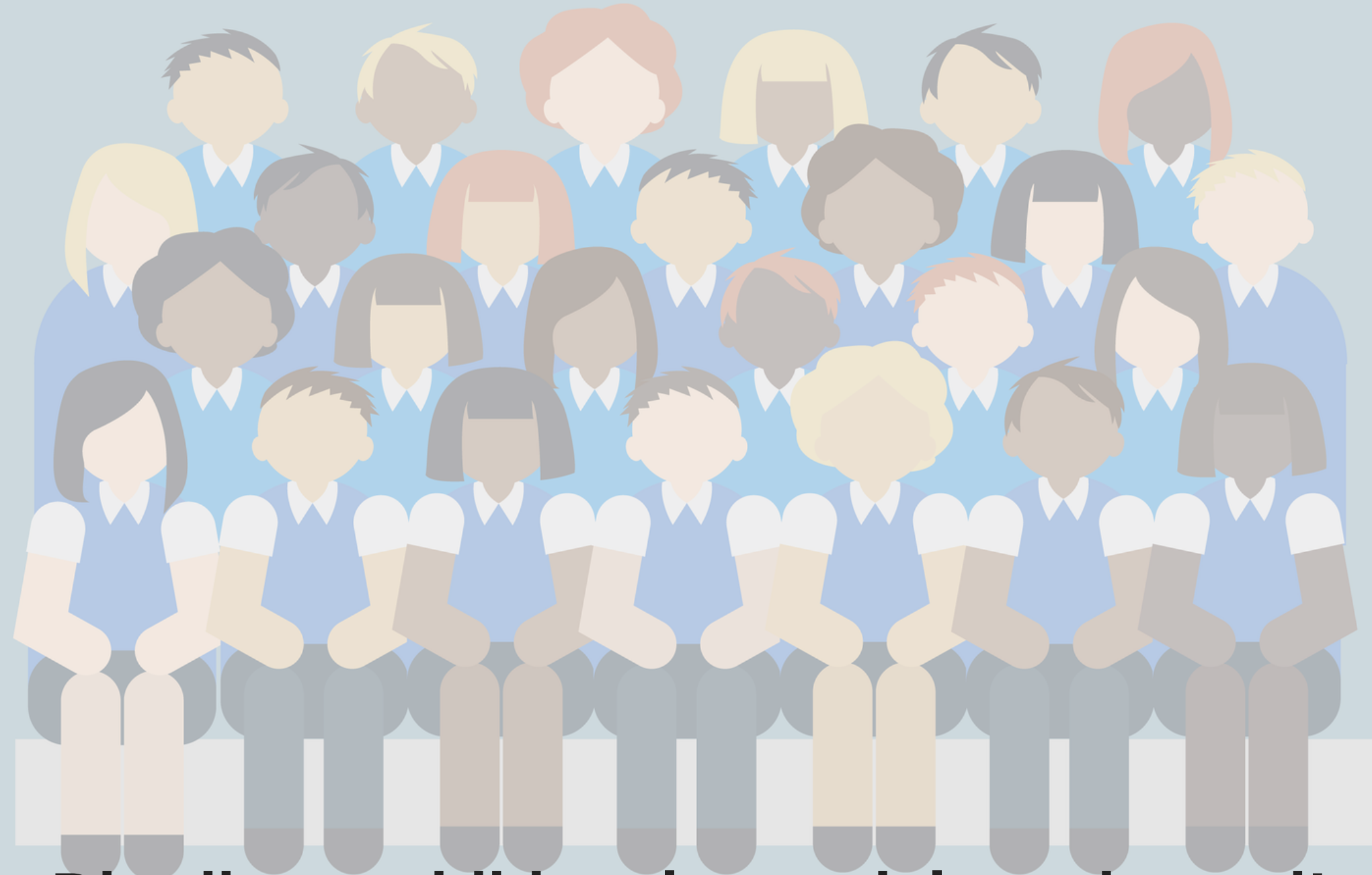
link too long?





*just in case...*

**Want your audience focus on you?**



**Distribute additional materials at the end!**



# THANK YOU

for your time!

