

# Top Tips for Effective Presentations

<https://www.skillsyouneed.com/present/presentation-tips.html>

1. If there is one skill that will help you stand out in the world of international business, it is the skill of \_\_\_\_\_ . (1 word)

2. You will never have \_\_\_\_\_ than when you stand up to speak in public. (2 words)

3. Competent presentations are expected, but great presentations are \_\_\_\_\_ . (4 words)

4. Becoming an excellent presenter comes down to three things: (1 word each)

- A.
- B.
- C.

5. Passion is up to \_\_\_\_\_ . (1 word)

6. All presentations, no matter how routine, need to \_\_\_\_\_ . (1 word)

7. People will forget what you said; people will forget what you did; but people will never forget \_\_\_\_\_ . (5 words)

8. Show your \_\_\_\_\_ and \_\_\_\_\_ with your audience. (1 word each)

9. The best way to make a connection with your audience is to \_\_\_\_\_ . (5 words)

10. Be enthusiastic and honest, and the audience \_\_\_\_\_ . (2 words)

11. Focus on your audience's \_\_\_\_\_ . (1 word)

12. While you're giving the presentation, you need to \_\_\_\_\_ (2 words) on your audience's response, and \_\_\_\_\_ (1 word) to that.

13. Concentrate on \_\_\_\_\_ . (3 words)

14. What is the key message or \_\_\_\_\_ for my audience to take away? (3 words)

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15. \_\_\_\_\_ (1 word) and make \_\_\_\_\_ (2 words) with your audience.
16. Your audience needs to see \_\_\_\_\_ as well as your slides. (1 word)
17. Don't waste the beginning of your presentation on explaining \_\_\_\_\_. (3 words)
18. On PowerPoint slides, we should use a font size of no less than \_\_\_\_\_. (number + word)
19. Death by PowerPoint comes from the presenter putting \_\_\_\_\_ on one slide. (3 words)
20. A good set of slides definitely \_\_\_\_\_, rather than more, information. (2 words)
21. A good set of slides have information that is expressed \_\_\_\_\_. (1 word)
22. If you need to provide more information, create a bespoke handout and give it out \_\_\_\_\_ your presentation. (1 word)
23. Human beings are programmed to respond to \_\_\_\_\_. (1 word)
24. Stories help us to \_\_\_\_\_ and also to \_\_\_\_\_. (2 words each)
25. You need your presentation to act like a \_\_\_\_\_. (1 word)
26. The spoken word is actually a pretty \_\_\_\_\_ means of communication. (1 word)
27. Why (number 26)? (9 words, don't forget the apostrophe)
28. Varying the \_\_\_\_\_ at which you talk, and emphasizing changes in \_\_\_\_\_ and \_\_\_\_\_ all help to make your voice more interesting and hold your audience's attention. (1 word each)
29. It has been estimated that more than three quarters of communication is \_\_\_\_\_. (1 hyphenated word)
30. One option to help you relax is to start by concentrating on your \_\_\_\_\_. (1 word)