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)

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