

Five wonderful steps for good presentation skills:

By Thomson Chemmanoor

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It is always easy for one to make a good presentation. Nevertheless, giving a good presentation needs some skills. The most important part of your presentation lies in the content of the presentation. Make sure you thoroughly research your topic for presentation through a number of different sources. If at all you use visual images, you have to make sure that they are appropriate to the points you wish to make in the presentation and to be sure that you know the specifications on each image. Though visual images can be great, choose them to your needs as too small images are not helpful to your presentation and if you format visual images to fit a slide, make sure to keep the dimensions of the original!

Make sure there is organization and transition in your presentation with logic from the beginning to the end, like in written work. Do not jump from one point to another, and do not add information that is not related to the main theme of the presentation. It is always best to draw an outline of your presentation before you actually begin to assemble the actual slides. To enhance the visual part of your presentation, make sure to use only a maximum of six points per slide, with each point consisting of six words. Avoid using much of text in the presentation as compared to the color and font of the presentation, the text may become difficult to read. Not only that, if there is too much of text, the audience may then put more concentration on reading the text and thus not give you complete attention. Use the 'floor test' for the choice of font size. To do this test, you have to print out a slide of the text and place it on the floor. If it is visible from a standing position, then the font is readable by the audience from their seats. It is always good to experiment with color combinations and to make sure they work well on a screen, as there is always a difference between how something looks on the computer screen and on a screen or a wall. Try to maintain unity of design in the slides too.

Avoid animated texts and sounds as though they may be effective in certain situations, they often distract your audience from the main points you are making. Avoid calling a web page or switching between programs as this takes extra time and makes it difficult for your audience to remain focused on your presentation. Make it a point to maintain only three slides per minute of your presentation. Following these tips will indeed make you give a great presentation!

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