



MindTeam Solutions

*Proven Techniques You Can Use to Communicate,
Cope, and Lead in Uncertain Times*

Communication

Presentation Tips for Success

You give a presentation to convey a message you want your listeners to receive. Keep their interest by **making your message interesting** with these tips.

- Capture and hold your audience’s attention by relating personal stories.
- Research and use quotations to add other people’s words to your presentation. Use the Internet to search for “quotations on [your topic]” or a great book to have in your library is Bartlett’s Familiar Quotations.
- Use little-known facts and obscure information. One source of a great deal of information about a wide range of topics is:
www.fedworld.gov/
- Create an interesting title for your presentation. Make it results-oriented rather than information-intensive.
- If creativity is difficult for you, consider completing one of the following titles:
 - [Number] Ways to [Topic]
 - Everything You Need to Know to [Action or Skill]
 - What You Don’t Want to Miss About [Topic]
 - [Topic] 101
- Engage your listeners by asking them questions throughout your presentation.



MindTeam Solutions, Inc.

Great things happen when groups get together!

www.MindTeamSolutions.com

Tips from “Stuff for Busy People” pocket
reference book series