Conducting a Presentation

Step 1: Know Your Topic and Purpose

☐	Ask yourself: • What is the topic? • What do I want people to learn or remember?
☐	Divide what you want to say into 3 main points. Write them down: • • •

Step 2: Create Your Visual Presentation

☐	Choose your tool: • 🖥️ **PowerPoint** (most common - https://www.microsoft.com/it-it/microsoft-365/powerpoint?market=it) • 🎨 **Canva** (great for visual design – www.canva.com)
☐	Tips: • Use 1 slide per idea. • Use **big fonts** (minimum size 24) • Choose easy-to-read fonts like **Arial or Verdana** • Add **images or icons** to explain your ideas • Don't put too much text—**use keywords**
☐	Add a title slide with your name and topic
☐	End with a summary slide

Step 3: Practice Your Presentation

- ☐ Go through your slides from start to finish:

  - Check that your slides are easy to follow and not too crowded.
  - If you can, ask a colleague or friend to listen to your presentation.

Step 4: Prepare the Space or Tech

- ☐ If the presentation is online:

  - Test your mic and camera
  - Close all other apps or tabs
  - Share your screen to show slides

- ☐ If it's in person:

  - Bring your slides on a USB stick or saved online
  - Check that the projector or screen works
  - Print your notes if helpful

Step 5: Start and Lead the Presentation

- ☐ Welcome everyone. If the audience does not know you, say a few words about yourself. Then, explain the main topic.

- ☐ Lead the presentation

  - Show your slides one by one
  - Use your notes if needed
  - Focus on explaining your slides, not reading them word for word

Step 6: End and Ask for Feedback

- ☐ At the end, show a summary slide
- ☐ Ask: "Any questions or comments?"
- ☐ Thank your audience

Common challenges and solutions

Challenge	Solutions
My slides are too full	Keep only keywords. Use bullet points. Add images to support your message.
I forget what to say	Use your notes as a reminder, but try not to read them word by word. If you know that you are getting nervous while speaking in public, you can consider checking out some techniques for managing stress, such as: • Choosing one person in the audience, ideally someone you know well, and imagining that you speak only to them, • Practising the presentation with your friends or in front of a mirror, • Learning simple meditation or relaxation techniques and using them to manage your emotions before speaking. **Important!** If you are experiencing severe anxiety beyond what can be managed through simple techniques used by public speakers, it might be a sign that your mental health is deteriorating. Regardless of whether you managed to conduct a presentation or not, it might be a good idea to contact a psychologist or psychiatrist. Remember: it is okay to ask for help!
I don't know how to share my screen	Practice beforehand. Ask a colleague to show you.