



	68443	60	1140	45	11	
Stars In Your Eyes	15919	28	568	4	1	
dataflow	52937	147	360	250	23	
Summit	55098	154	357	250	16	
Bridging The Gap	14563	43	188	1	6	
Hide And Seek	94333	286	331	2	4	
female1	49530	157	315	15	14	
Solidarity	14630	46	113	1	1	
Pile Of Documents	64506	221	290	150	19	
Reconciliation	22546	81	278	15	3	
Social Worker	43879	159	275	15	23	
Female with Group of Males	8804	32	225	1	2	
boardroom meeting	1	215	263	15	21	
Sea Of Hands	1	21	258	0	1	
weepstakes	14	23	254	1	12	
1337	32	254	0	4		
9674	39	248	15	6		
6210	25	248	6	2		
7810	32	244	0	1		
9965	41	243	0	1		
78247	325	240	35	47		
5251	22	238	4	3		
Shipping And Receiving	28010	118	237	0	1	
Moon	8525	36	236	15	12	
Greengrocer's Shop	26222	112	234	6	7	
Oath	64265	262	229	15	34	
On Top Of The World	69129	308	224	15	31	
Upended View	7999	34	223	7	3	
Internet Cafe	40960	190	215	1	9	
Composite Image	105790	491	215	150	82	
Audience						

Five tips to your best finance presentation

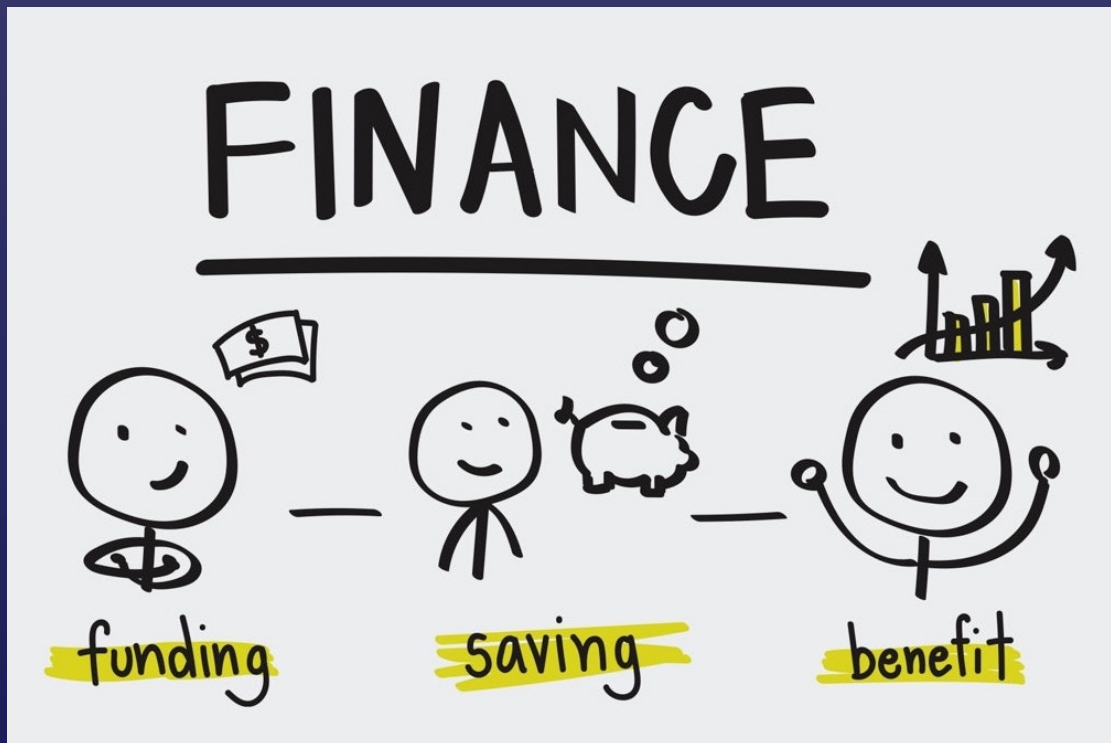
Gary Bandy



1 Write a script

Just as with writing documents, start by thinking about the audience and try to tell a story. As a rule of thumb English is spoken at about 120 words per minute so you can work out how long your script should be to fit the target time for the presentation.

2 Use more images, fewer words



You are the presentation, not the slides.

What's on the screen is supposed to support what you are saying, not compete with it.

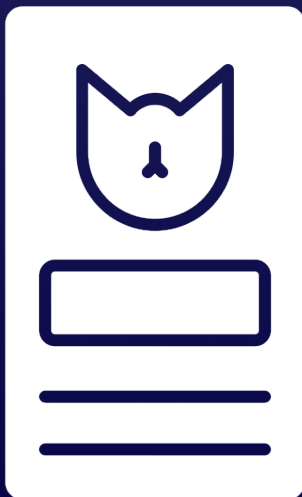
If the audience can get your message just from reading your slides then you should just send them the slides as a document and not bother with the presentation since your presence adds nothing.

3 Write proper handouts

The aim of the handout is for the audience to have a document that they can read separately from your presentation and it still makes sense.

If you are presenting a report then you don't need a separate handout.

If you do need a handout don't use the Print Slides feature in PowerPoint or Keynote. They're not proper documents. If all your slides were bullet points, they sort of make sense, but if you have lots of images they don't.



Instead, write a short handout that is a summary of your presentation. This is where you might want to use some bullet points. And, if you have the skill, you might re-use some of the images, charts, etc from your slides.

4 Rehearse

If you want to give a good presentation you need to rehearse it. The first run-through can be reading from your script but the more you practice the better and smoother you will be.

And when you are rehearsing, think like an actor. When an actor receives a script they are not just thinking about the words but also the emotion or mood that they are to portray. Think about that when you are rehearsing. Do you want to communicate excitement to the audience, or fear, or joy or seriousness?



5 Remove barriers



Don't stand behind a lectern or table so there is no physical barrier between you and the audience.

Use a remote control so that you can change slides whilst moving around.

Basically these five tips are a positive way of saying:

Don't start the day before the presentation by filling out bullet points in a PowerPoint template and then use the bullet points as reminders of what to say.

If you are a finance professional **follow me** on LinkedIn for more tips to improve your writing and presentation skills.