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Powerpoint Presentation Basics:

Get your thoughts together. Have a plan – start, middle, end ie intro, main body, summary – tell ‘em what you are going to say, tell ‘em and then tell ‘em what you said!

Research and know your subject matter – never bluff!

Be prepared for questions on subject matter

Keep slides simple – BIG writing and only a few lines

The less text the better

Have a picture in every slide – make sure picture is relevant

Use colours – it makes it more interesting

Keep presentation accurate and interesting

Do NOT include matters not relating to subject

Practice, practice and time it. Keep to your time.

Practice using the PC or Mac for the presentation and make sure you know how to work the projector.

Make sure everybody can see screen

Minimise distractions

Ensure room is warm but well vented

Ensure audience is comfortable

INVOLVE your audience from the start

Save any handouts ‘till the end – they are a distraction

Chief Instructor: Eddie English Powerboat + Dinghy Trainer + Yachtmaster Examiner

Courses in Dinghy and Cruiser Sailing, Powerboating, Navigation, VHF Radio, GPS

Base – East Ferry Marina Cobh Courses at Crosshaven, Baltimore + Crookhaven