

# PRESENTATION TIPS & TRICKS ROUNDTABLE

## Tips for a Successful Finance Presentation

### *Don't!*

- Use too many graphics or animations in Powerpoint presentations
- Present TMI – too much information – for the audience to digest in the time allotted
- Try to teach Accounting Principles I to the audience
- Definitely don't try to teach Advanced Accounting to the audience
- Overuse acronyms
- Use complex accounting terminology
- Slideswipe your audience – that is, dim the lights and quickly click through dozens of slides
- Simply read to the audience
- Use graphics full of numbers too small to read
- Put too much text on each slide – max of 5 lines
- Provide too many, voluminous handouts
- Confuse the message you're trying to convey
- Forget to provide your contact information

### *Do!*

- Practice the delivery
- Have an introduction, body and conclusion to the presentation
- Use plain-language explanations
- Speak clearly, change tone and speed throughout
- Make eye contact throughout the audience
- Use simple, color graphs
- Ensure your information is accurate and error-free
- Plan your room set-up and check equipment in advance; have a Plan B
- Explain any finance-specific terms or acronyms used, the first time you say them
- Make sure visuals can be seen by everyone
- Target the content and language of the presentation to the specific audience
- Use silence like the white space on a written page
- Exude confidence
- End on time

Consider placing commonly repeated presentations on a website

Use a screenshot software, such as jing, to make how-to videos that are available anytime

## Resources

[www.dropbox.com](http://www.dropbox.com) - the "magic pocket"

[www.prezi.com](http://www.prezi.com) - the zooming presentation editor

[www.techsmith.com/jing/](http://www.techsmith.com/jing/) - make short videos

<http://www.youtube.com/watch?v=w0qB1ccrpYk> – how-to video for jing

[www.google.com](http://www.google.com) – sites, documents, gadgets

<http://wvde.state.wv.us/technology/tutorials/vids/googlemotiongadget2/googlemotiongadget2.html> - google gadget how-to video

<https://sites.google.com/site/wvdeofficeofschoolfinancedata/> - website where you can obtain the handout for "Presenting Financial Data"

<http://prezi.com/nsknc8si5gga/presenting-financial-data/> - link to the "Presenting Financial Data" prezi

<http://prezi.com/somgeszgtbq4/final-google-prezi/> - link to the "Goo Goo for Google" prezi

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