How to Present Your Project Creatively

Standing in front an audience is not comfortable for most people; however, most university students are required to present their work at a stage or another and share it with other students or other audience. Now that you worked hard on your projects, you do not want a bad presentation to undermine it. Presenting your project effectively requires certain skills.

To begin with, you need to prepare a good visual presentation. To do this, you can use various programmes. Two of the most popular programmes are PowerPoint and Prezi. The first slide of your presentation should be a title page, in which you mention the project's title, your name and your affiliation. The next slide should be the list of contents, in which you inform the reader of the topics that your presentation will cover. Then you start the presentation. You should make sure that the font is clear and large enough. The colour of the text should contrast with the background. Beside that, allow a lot of white (or clear) space in the slide. Do not make the text jammed in the slide. Keep your text brief. Only use key words and short phrases, not complete paragraphs. It is advisable to use bullet points, and to align the text to the left. When it comes to images, only use relevant pictures and graphs. Do not distract your audience with too many images or decorative pictures. Also, avoid animated images.

Secondly, practice your oral presentation extensively before the presentation day. You should write your presentation down, and revise it for language and grammatical mistakes. After you have a well organised essay, practise reading it out loud. You may

want to record yourself and then listen to your presentation so that you can spot weaknesses or ambiguity. Alternatively, you can ask some friends or family to listen to you and give you feedback. Make sure you speak up clearly. Do not speak too fast or too slow. It should sound natural. Additionally, avoid being monotonous, or else you will sound like a robot. Your audience will get bored and stop paying attention to you. Use intonation properly. Pause shortly at the end of phrases, and pause longer at end of sentences. One more important point is to check that you know the correct pronunciation of words. You can make use of online dictionaries for a quick check of pronunciation. After completing all these steps, try your best to memorise your presentation, or at least major parts of it.

A third point that you should pay attention to is your body language. Body language conveys most of your messages, so it is very important that you get it right. First, make sure you stand up straight and face your audience. Stand where all or most of the audience can see you clearly. Move as you talk if possible. A few steps across the place will keep your audience attentive. Also make eye contact throughout the presentation. Do not look down and do not read off a paper or off the screen. Take a glimpse and read a couple of words, and then look back to the audience and continue talking to them. In addition, watch you hand movements. Never put your hands in your pockets or lock your hands behind your back. Move them in a natural way that shows that you interact with what you say. Sometimes, for example, you might need to point to a graph, or to a specific element in a table or a picture.

To summarise, a successful project presentation requires that you prepare easy to read and follow presentation slides, practise repeatedly on the oral presentation so

that you deliver an interesting and clear speech, and to pay attention to your body language in order to keep the audience engaged and interested. Doing so should guarantee the delivery of a successful presentation.