

## Six essential tips for preparing and delivering a presentation (by Le Chat Mistral, 17 April 2026) (words in blue are synonyms or definitions; additions suggested by Gemini)

### 1. Know Your Audience

Tailor your content to the interests, knowledge level, and expectations of your audience. This ensures your message resonates ([echoes](#)) and remains relevant.

### 2. Structure Your Content Clearly

Organise your presentation with a logical flow: **introduction** (hook ([the point which catches attention](#)) and purpose), **main points** (2-3 key messages), and **conclusion** (summary and call to action). Use signposts like "First," "Next," and "Finally" to guide your audience.

Gemini suggested: **Follow the 10/20/30 Rule**, popularised by Guy Kawasaki. This rule keeps you disciplined:

- **10 Slides:** The optimal number for a presentation.
- **20 Minutes:** The maximum time you should speak (leaving room for Q&A).
- **30-Point Font:** Anything smaller is hard to read and encourages you to "read" the slides rather than present them.

### 3. Keep It Simple and Concise

Avoid overloading ([overfilling, putting in too much information](#)) slides with text or complex visuals. Use bullet points, keywords, and high-quality images to support your spoken words. Aim for clarity and brevity (to be brief). **Often "less is more"!** [Don't speak too quickly or say too much.](#) [Leave time for the audience to assimilate your words.](#)

### 4. Engage Your Audience

Use eye contact, ask questions, and encourage interaction to keep your audience engaged. Stories, anecdotes ([short stories that support an argument](#)), and real-world examples can make your content more relatable and memorable. ([Use appropriate body language, which is, of course, a bit personal.](#))

### 5. Practice Delivery

Rehearse your presentation multiple times to build confidence and smooth out transitions. Pay attention to your tone, pace ([tempo, speed](#)), and body language. Practice with your slides to ensure timing and familiarity.

Gemini suggested: **Practice (Out Loud!)** Reading your notes in your head is not practising. You need to speak aloud to find where you stumble ([trip up, have problems maintaining a steady pace](#)).

- **Record yourself:** It's painful but effective for catching "ums" and "uhs."
- **Check your presentation colours:** projectors often wash out light colours.

### 6. Prepare for Technical Issues

Always have a backup plan for technical problems (e.g., a PDF of your slides, printed notes, or a USB drive). Arrive early to test equipment and troubleshoot ([to tackle, to deal with, to solve a problem](#)) any issues.

For more complementary information, see these videos (if they are too fast, try listening at 75% of normal speed).



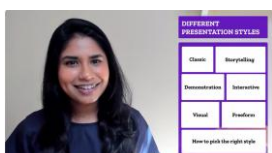
#### [The Do's and Don'ts of Effective Presentation Slides](#)

In this video, Carl Kwan covers many of the basics for being clear, using text, and avoiding long sentences in slides.



#### [What's the best way to give a presentation?](#)

This video is made by TED. It describes how best to really plan, write and rehearse a talk, which could be useful for a major event, when you have time to practice and memorise a talk.



#### [Different presentation styles: Find the most effective approach for your audience](#)

Here, Prezi, who offers many tuition videos, makes you think about different presentation styles.