

Lecture Overheads: Presentations

Communication for Managers

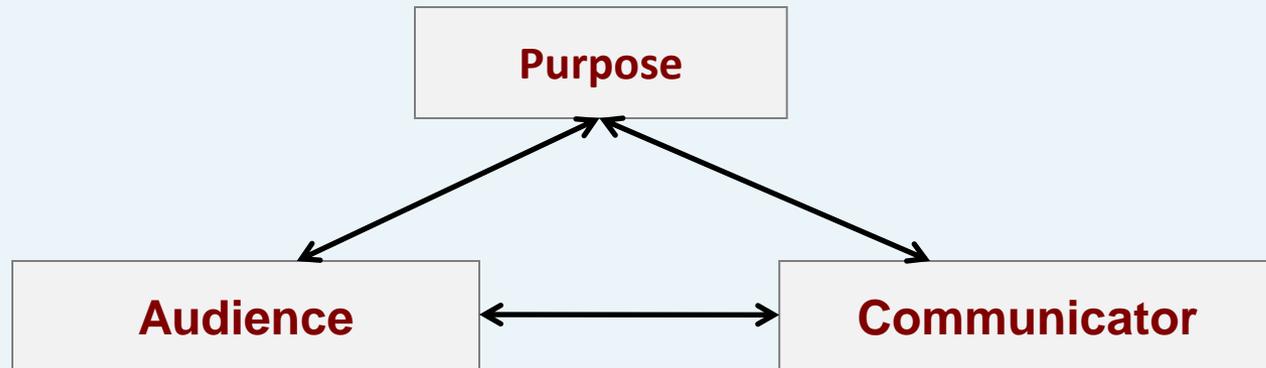
15.279

Fall 2012

**You only need to think
about 6 things to make a
great presentation!**

C O N T E X T

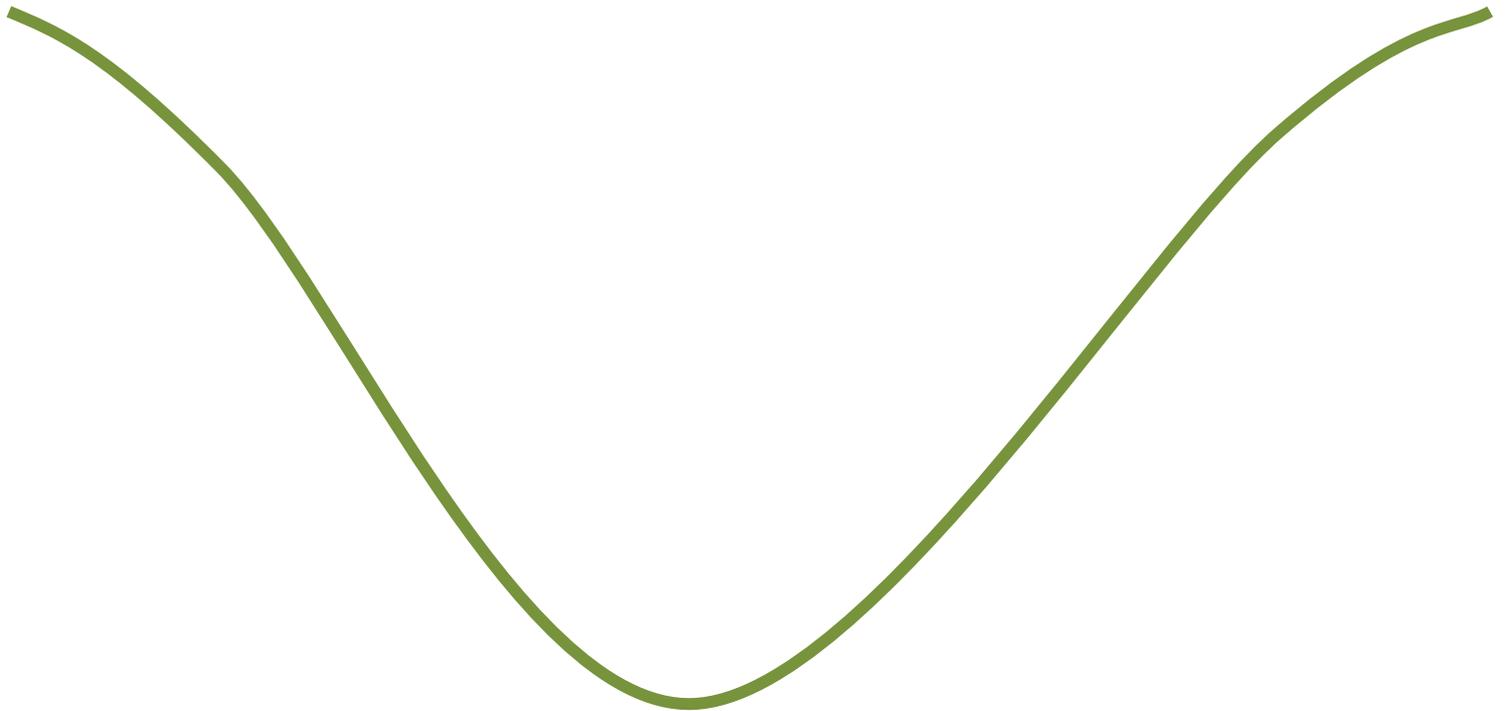
1. Create a strategy and use it to inform your structure



2. Respect the medium

- Use signposts
- Make transitions explicit
- Include markers (1, 2, 3)
- Tell anecdotes
- Rely on repetition and redundancy
- Create images

3. Focus on the introduction and conclusion

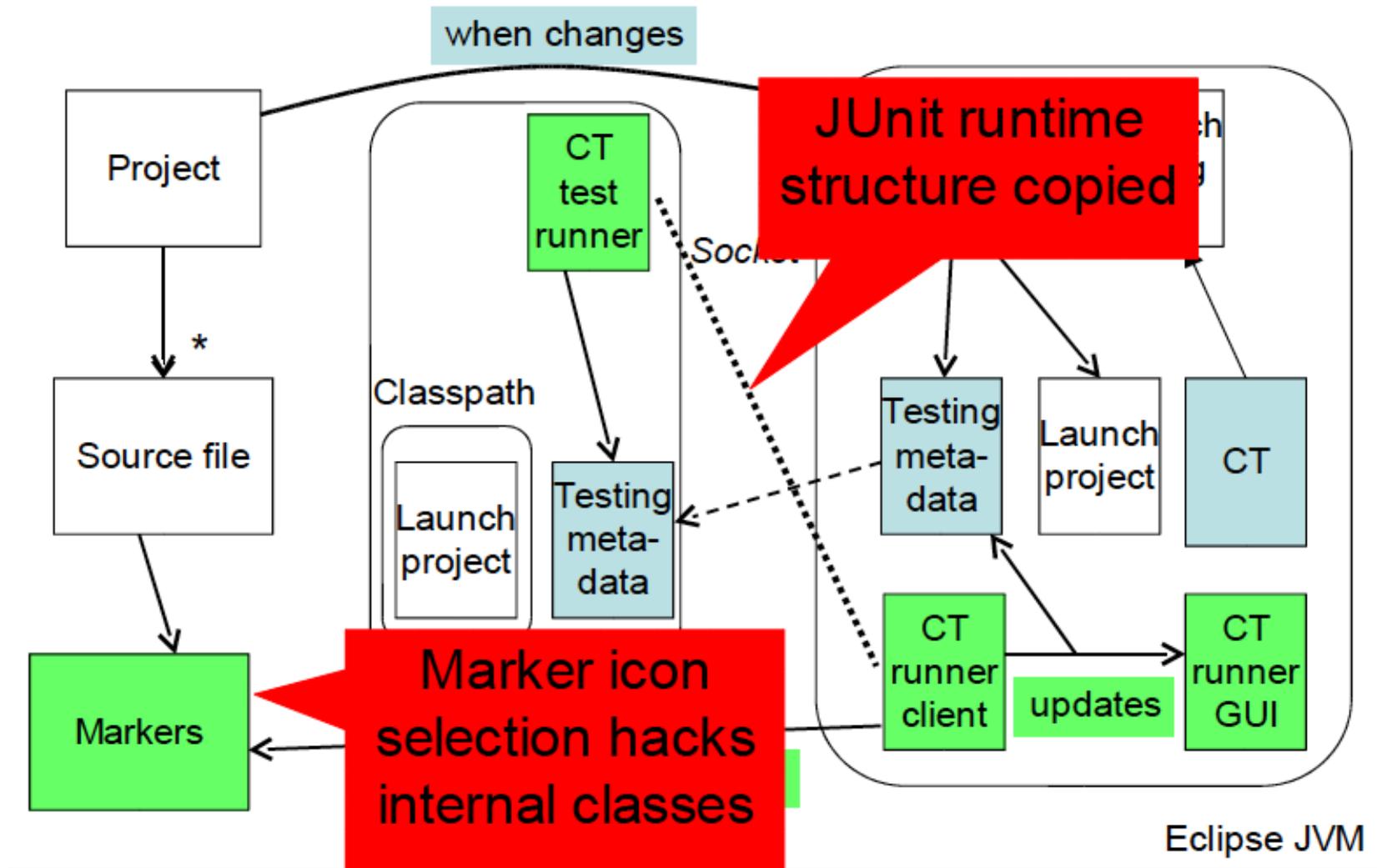


Communication for Managers

4. Polish delivery

Both the verbal and
non-verbal
components

5. Use Visual Aids Effectively



6. Prepare for Questions

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