



LEADERS IN ENTERPRISE
AND FINANCIAL EDUCATION

Presentation Tips





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Check out the Requirements

What is the marking schedule?

Are some sections worth more?

What is the purpose of this presentation?

What is the time allocation?



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Organise Your Presentation

Thorough preparation beforehand

Get their attention!

Clearly describe your product or service

Mention your product within the first 30 seconds

Introductions are fine but don't make them too long

Select at least 3 main things you want the panel to know

Organise content into a logical sequence



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Timing

Opening	10 – 15%
Body	65 – 75%
Closing	10 – 15%

End with a striking sentence to summarise

Ask for what you want

Thank the judges and audience for their
attention

Time yourself

Throw away the script



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Techniques, *Style* Diction

Eye contact

Team conduct, and presentation

Who is speaking about what?

Diction -

Choice of words

Expression

Enthusiasm

Business like

Speed



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Trouble Shooting

Practise practise practise

If there is too much information, prioritise into –

Must know

Should know

Nice to know



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SMILE

Thank you and good luck ✓