**Tips for Successful Writing: Creating Successful Presentations**

Writing, creating presentations, and presenting them can be a source of stress for many students. Fear of public speaking is one of the most prevalent phobias in modern society. Preparation is the key to overcoming any fear of public speaking you may have and to helping you create a successful presentation.

Here are some tips to keep in mind as you prepare a presentation:

1. Read over the assignment directions carefully to make sure that you understand the requirements of the assignment. Note time limits, slide requirements, and other directions outlined in the assignment.
2. Give yourself plenty of time. A good presentation, like a good essay, takes time. Start early and give yourself time to practice and revise as necessary.
3. Determine which visual aid is best for your presentation. You may be required to use PowerPoint or Prezi. You may be required to create a poster or handouts. Your assignment sheet will probably designate which visual aid you should use. If it does not, be sure to ask.
4. Outline or write out what you want to cover in your presentation. You can then create slides or a poster that addresses your main points.
5. Pay close attention to detail when you create the visual aid. Look for grammar and spelling errors. Be sure to cite sources of information and/or images.
6. Practice, practice, practice. The more you practice, the more confident you will feel.
7. Know your material. If you have a good grasp of the information, you will be less nervous.
8. Stay within the required time limits given in the assignment. Do not go over or under the stated times.
9. Make an appointment at King’s Speaking Center. Tutors are available to help you with all aspects of your presentation.

**SUGGESTED RESOURCES:**

**E.W. King Library Webpage:** <https://king.libguides.com/posters>

**Errors in presentation slides:**

<https://owl.purdue.edu/owl/general_writing/the_writing_process/proofreading/proofreading_for_errors.html>

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**OWL exercises page:** <https://owl.purdue.edu/owl_exercises/index.html>

**Issues in professional writing situations:**

***General Workplace Writing:*** <https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/workplace_writers.html>

***Tone in Business Writing:***

<https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/tone_in_business_writing.html>