11 Rules of Making a Presentation
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1. **Remember: human attention is limited**
   - Each slide must contain a little portion of information. Avoid details, listeners forget them in all cases.
2. **Make a good introduction**
   - People will listen to you if they know about you will speak and if they want to get this information.
3. **One slide — one idea**
   - Focus the listeners' attention on one idea. Don't distract theirs attention.
4. **Repeat important information**
   - Repeat in different form important information in different slides.
5. **Make a pause**
   - When you say something important make a pause, let listeners comprehend what you said.
6. **Final slide must be conclusive**
   - Write briefly in one slide the essential ideas of your presentation, ideas you want people keep in mind.
7. **Final slide must be final**
   - Don't add some others slides into your presentation. Finish with the slide you want people to remember.
8. **Be brief**
   - Cut out your presentation. Speak less. Talk only about important things.
9. **Use humor**
   - Sometimes good joke helps compel listeners' attention.
10. **Rehearse your speech 4-5 times**
    - You must look good before an audience. Rehearse your speech 4 or 5 times.
11. **Be punctual**
    - Do not go overtime. Respect the time of audience.