

## Creating a Final Report or Presentation

### Tips for Creating a Written Report:

1. **Be creative:** If you're creating a written report, go beyond a simple write-up. Include photos, graphics, charts, and text boxes to bring your project to life on the page.
2. **Revise and refine:** Ensure someone with strong grammar skills and attention to detail reviews the report. Double- or triple-check the report for any errors and ensure consistency in verbal tense and voice, especially if the report has multiple authors.
3. **Make it accessible:** Some free design software packages, such as Canva, are great for creativity but not for compatibility with screen readers. Accessibility is especially important to check if you intend to make your report available via an internet posting.



### Tips for Creating a Presentation:

1. **Pay attention to visuals:** Avoid putting too many words onto a slide. Use color, images, and graphics whenever possible.
2. **Keep it simple:** Use a single slide to explain each topic. Only put the most important information on the slides.
3. **Tell a story:** Leverage the power of storytelling to capture your audience's attention. Often, one story told well is more impactful than sharing a handful of statistics.
4. **Say thank you:** Acknowledge any partners, funders, or other stakeholders who played a key role in the project. Build this into your presentation so you remember.
5. **Bring handouts:** Prep any additional takeaway materials you want to give your audience, such as one-pagers, brochures, or other items.
6. **Assign roles:** If a group of people is presenting together, clearly define the speaking order. Designate specific team members to be responsible for each presentation section.

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### Tips for Public Speaking:

1. **Use visuals:** Audiences are more engaged and can follow along more easily if you use slides and charts along with spoken remarks.
2. **But don't rely too much on visuals:** Avoid reading directly from these slides and charts! Practice your presentation enough so that you feel comfortable speaking directly to your audience.
3. **Memorize key concepts or phrases:** Aim to memorize your key points rather than memorizing your remarks word for word. This will allow you to be more conversational and to avoid freezing up if you forget a word or phrase. If you're going to memorize anything word for word, focus on your opening and/or closing lines.
4. **Practice your timing:** Time yourself when practicing your presentation. If you have a strict time limit, be sure that you are under that limit.
5. **Speak slowly and enunciate:** Speak more slowly than feels natural. It's normal for people to speak quickly when they are nervous; however, if you speak too quickly, your audience may miss key information.
6. **Use the power of the pause:** Pause occasionally to let information sink in. This is especially helpful after providing key statistics or making a point.
7. **Stay calm:** If you mess up, keep going! Your audience does not know what you had planned to say. If your mind goes totally blank, take a deep breath, and then move on to the next section.
8. **Hold a dress rehearsal:** If you can, practice in front of a real audience or in the mirror. This will help to get over some of the nervousness. If possible, test your technology out ahead of your presentation.
9. **Be professional:** Arrive early with all your materials. Thank your audience for their time and attention.

