

## Revising and Reworking Your Presentation

Congratulations! You've completed the first draft of your presentation. It's time to make it even better. Remember, your first draft was just that – a draft. Don't let your satisfaction in having completed it get in the way of turning a good first draft into an exceptional final presentation.

### ✓ Test message

Before you created the first draft, you asked yourself this question, "If attendees remember one thing from my presentation, what should it be?"

**Action:** Review your draft and make sure each topic you cover helps communicate that message. Can every point pass the "so what?" test? Are there gaps in your content? Do you need to add more material to effectively illustrate your point? Should you remove some?

### ✓ Timing

We've all listened to presentations where the speaker spent too much time on unimportant details and rushed through major concepts. Your goal here is to plan how much time each section needs while leaving yourself some flexibility. You'll want to encourage audience interaction, so your plan needs to have some room to accommodate participation.

**Action:** Break up your presentation into segments and estimate how many minutes each segment will take. The Teibel, Inc. [Presentation Timeline spreadsheet](#) can help you use your estimates to plan the timing of your entire presentation. Do a dry run and revise the timing as necessary.

### ✓ Flow

Does your presentation have an engaging beginning, compelling middle, and clear end? Does it flow logically from point to point? If you have a co-presenter, are the transitions from your section to his/hers seamless? It is natural to have different styles. In fact, that can make the presentation even more interesting for your audience, but exceptional presentations have smoother transition points than, "Okay, that's my section. Sally's going to talk about her section now."

**Action:** Review the flow within each presenter's section and between sections. Replace any awkward transitions with more natural language. You know why one slide follows the next; make sure your audience knows.

### ✓ Visuals

It's natural to want to fit as much as you can on your slides to help make sure you say everything you'd planned. Don't do it. First, if everything is written on your slides or other visuals, what value does your presence add? Second, people will start reading and stop listening. Third, the important point you are trying to make will get lost in all that *stuff*.

**Action:** Use images instead of text whenever you can. Any time you use bullet points, make sure to add at least two more points verbally to the ones you display. Use speaker's notes to make sure you cover all your points instead of using the screen as your notes.

You're well on your way to an exceptional presentation. Next, you'll want to upgrade your delivery through practice.