Presentation Common Mistakes

- Apologizing in advance
  - You want your audience to trust you, so appearing confident is vital for this purpose

- Not having a purpose
  - It's not enough to provide information, we want this information to be actionable. Tell the audience something they can do with this information, even if that's simply to spread awareness!

- Using the same presentation for a different audience
  - You can always have some content cross-over between audiences. But try to change even the most similar of presentations depending on your audience. It may have the same topic, but altering how you present it or the key points you want to give are contingent on the kind of audience you have.

- Too much information
  - Only give the most important information possible. Keeping things minimal will make your presentation more impactful and easier to remember.

- Reading every word in your visual
  - One sure-fire way to breed resentment in your audience is to mechanically recite the words onscreen. Instead, create a small visual blurb that underscores your more detailed audible explanation.

- Giving presentation without rehearsing
  - Presenting is very much like a performance. You need to know what you're about to do in front of an audience and deliver the goods. Even the most accomplished
musicians, actors, and artists do a rehearsal or two before stepping on stage, you should too!

- Not starting and ending on time
  
  - Time is a precious thing. Your audience has been kind enough to give you their's so ensure you by start and end on time. In addition to simple showing your audience respect, starting and ending on time shows a high level of professionalism.

- Heavy sighs
  
  - Being an enthusiastic and calm presenter is key to getting your important message across. Sighing audibly can come across as a lack of enthusiasm or your nerves getting the better of you. Fight back against this tendency with some anxiety busting tips found on the public speaking page.