



THE **TOP 10** PRESENTATION MISTAKES

that people make...and how to rock it instead.

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1

INFOWHELM

Overwhelming your audience with too much data and/or information.

HOW TO ROCK IT

Use less information, more stories and a honed focus on a unique idea.



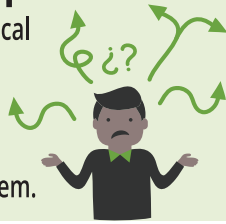
2

BEING AUDIENCE IGNORANT

Not speaking to the interest or technical level of your audience.

HOW TO ROCK IT

Present what your audience wants and needs to hear. It should be for them.



3

THE SLOW START

Taking too long to get your audience interested in your presentation.

HOW TO ROCK IT

Open with something that immediately grabs the attention and interest of your audience.



4

OVER-EXPLAINING

Rambling, reading slides or talking too much without engaging the audience.

HOW TO ROCK IT

Share only what's necessary. Engage and interact with your audience to keep their attention.



5

SAMENESS

Using the same vocal pitch and/or the same emotional level in your presentation.

HOW TO ROCK IT

Mix it up. Bring the audience up and down to keep them engaged and interested.



6

ENDING ON Q&A

Ending on questions diminishes the control you have to close out strong.

HOW TO ROCK IT

Do Q&A towards the end but then finish with a powerful story, point or call to action.



7

GOING OVER TIME

Not staying within the specified time limits and holding your audience captive.

HOW TO ROCK IT

Make sure you always stay within your time, even if you have to cut it short.



8

DREADFUL VISUALS

Using visuals that are overwhelming to look at or uninspiring.

HOW TO ROCK IT

Use simple and relevant visuals that will connect to your point in a strong way. Visuals don't have to be slides.



9

I BEFORE YOU

Using too many "I" statements and not enough "you" statements. It disconnects you from your audience.

HOW TO ROCK IT

Keep the I/you balance tipped towards your audience.



10

THE WEAK FINISH

Your closing is the last thing your audience hears. Don't end on "thank you" or any other weak close that leaves them uninspired.

HOW TO ROCK IT

End with a strong call to action or thought-provoking statement. Something that they'll never forget.

