

How to make business presentation

[Business](#)



These are the steps to follow which I'll describe the details in each paragraph, first is making the introduction, continuing with making the main body, and finally making the conclusion. In Introduction, the first thing that you have to do is to greet your audience. For example, " Good morning, ladies and gentlemen". Then, you need to introduce yourself. This includes your name, your position in your company and the topic of your presentation.

After that, it is better for you to give the audience the outline of your material, so that the audience knows all the points that you are going to explain. Next, is stating the time you need, to explain the whole presentation. And the last thing to do in your Introduction is giving your audience the question policy statement. So, you tell them whether you want the question during the presentation or at the end of the presentation. The next step is to make the main body. In this part. You can explain the details of the outline that you have given in your previous introduction part.

It is better for you not to read your presentation, but explain to them instead because explaining is a proof that you have already mastered your material well before coming in front of the audience. I also suggest you to use signposts along your presentation. Signposts are words that we use to notice the audience what chapter we are in. For example, in the beginning of the body or main section. We can use " Okay, so let's start with the research. " and for any new section we can use " Right, so let's move on to the research. " The final step is concluding your presentation.

You can start by reviewing your presentation from the very beginning to the very end. Then, you can emphasize again on the points that you think

essential for your audience to fully understand. After that, you have to make a conclusion about your overall presentation. You can also thank people who helped during the preparation of your talk. Next, you finish off and start taking question from your audience if you choose to take questions at the end of your presentation. Toward the end, It Is time to thank the audience for paying attention to the presentation.

So, to sum up, it only takes 3 main steps to make a good presentation. The steps are making the introduction, the mall body, and the conclusion. In each step we have to elaborate, in order to make the audience get the impression and fully understand the presentation. But, the most important thing about presenting your material Is to our material if we have not understood our own material. So, it is actually not hard to impress the audience during our presentation if you follow these three steps.