

Internship Presentation Prep

Below are some suggestions for how to successfully prepare for your end-of-semester internship presentation. Special thanks to Jordan Lewis, a former Food Studies intern, who developed this content... and lived through his own end-of-semester presentation.

Creating a Visually Appealing Presentation

- Create a Title Page that provides enough information on the topic that anyone can understand the direction in which the presentation is heading.
- Make sure every slide has a purpose. Attempt to condense like information so that each slide is noticeably different from the last. Slides should flow chronologically, one leading another.
- No more than 10 words per slide. Use shorthand to convey ideas. The audience may become bored and may not even attempt to read with too many visuals on screen.
- Relevant images engage the audience. It is helpful to have pictures on each slide, where applicable, to make them visually appealing. Doing this makes the presentation appear less dense.
- Title and Concluding slides should be fun. The audience pays most attention at the beginning and end of a presentation. Capturing their attention during these times with humor or graphics is great way to impact the audience and ensure they'll remember your presentation.
- Save your PowerPoint on a thumb drive to bring on the day of your presentation.

Delivering a Powerful Presentation

- These presentations are considered professional. Standard business attire is expected.
- Introduce yourself and explain your reason for being there. Make eye contact with the audience. Sharing small personal details about yourself and the purpose of the presentation makes the audience feel more invested. Grab their attention quickly this way.
- Practice! Set the pace of the presentation. Keep your rate of speech consistent throughout the presentation. Slowing down increases the chance of forgetting what you're speaking on, and speeding up will take your breath away for the remainder of the presentation. Remember to time yourself to ensure you stay within your assigned limit.

- Try not to use filler words (*i.e.*, like, ahh, umm, hmm) too often. Sometimes using words are unavoidable when presenting a large amount of information, but attempt to use these words less when transitioning. Accept the silence when thinking and the audience will perceive you as more confident.
- Smile. The most simple and effective tool for presentations is a smile. If you feel yourself getting anxious, smile, and the audience will not be able to tell. If you make verbal a mistake, address it, or laugh it off. The audience will most likely mirror your positive emotion. Emotions are contagious, so go in with a positive attitude and pretend to be confident.... until you are.
- Thank the audience for their time. Thanking the audience for simply being respectful lets them know you are finished. Ask for questions at this time.