



Business Supplies

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'Presentation' Issue

PRESENTATION AIDS

All Companies want to promote their business by the art of 'presentation'. There are two types of presentation. Firstly there is the audio visual type and secondly the written word. We, at TLC, can help with both types.

Here are some TIPS for a good audio visual presentation:



Attention span. Most people cannot take in a full 30-minute promo. Consider 10 to 20 minutes as the maximum attention span. Keep key points to the early part of the presentation as attention falls rapidly after the first 15 minutes.

Old technology. Flip charts and OHPs still have their place - especially with small group discussion and in board-storming. Sometimes 'low-tech' allows a more free form approach without the rigidity more complex technologies can impose.

Future proof. Where ever possible, avoid using dates, prices, trendily dressed presenters or other elements that could date the production quickly.

Delivery technology. Use a delivery technology that your audience can access.

CD-ROM or DVD may be the ideal business medium, but beware that some companies do not have or actively disable them on workstations for security reasons. The same is true of newer technologies such as USB pen drives, smartmedia and so on. Likewise access to the internet maybe restricted.

As far as any written presentations are concerned, you can see all the presentation material that is available in our Main TLC Catalogue on pages 245-248 and 410-415. Just call us if you want help in choosing the items that would most suit YOUR presentation.



do both desktop and floor standing screens, the desktop version is lightweight for the travelling presenter and takes up a lot less space in a busy office. They say it can be set-up in only 5 seconds and it can be found on page 391 of our catalogue.

SUMMER IS HERE

Summer 2010 will be a month longer than usual, and lasting until mid-September, forecasters said a few weeks ago. Independent forecaster 'Positive Weather Solutions' said the four-month summer will be "the flip side of the coin" after the coldest winter for 31 years. It seems as if

GET IT RIGHT?

A teacher asked the student to give her a sentence starting with "I". The student began "I is....", - immediately the teacher stopped the student and told her to ALWAYS say "I am....". The student said "All right... I am the ninth letter of the alphabet!"

BIG SCREEN

When you are thinking about



your presentation you need to decide whether you need a big screen or not. NOBO



the seasons have been shoved backwards a few weeks to stretch our summer well into September. They also say that we could see freak temperatures breaking records this year.

AND FINALLY...

If at first you don't succeed, my advice is: re-define success.



tlc for your office