



Effective Presentation skills



Oral presentation

Definition

- A presentation is a means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.



Presentation skills

- Following are the steps include in preparing effective presentation:
 - ✓ Plan
 - ✓ Prepare
 - ✓ Practice
 - ✓ Present



Planning



Planning

- Planning usually include following questions:
- Who is your audience?
- Why are they there?
- What is your goal?
- How long will it be?
- Where will it take place?



Prepare



Prepare

- Following points must keep in mind while preparing:
 - ✓ Structure
 - ✓ Prompt
 - ✓ Visual aids
 - ✓ Voice
 - ✓ Appearance
 - ✓ Style
 - ✓ Questions



Structure

- Write your presentation in this order:
 - ✓ Objective
 - ✓ Beginning or introduction
 - ✓ Main content
 - ✓ Summary, conclusion and recommendations
 - ✓ Questions



Plan



1

Introduction

2

Objectives

3

Experiments

4

Conclusion and perspectives

Structure

Introduction



Grab the audience attention



Main theme



content should be relevant to topic



**summary/
Conclusion**



Key message



Prompt

- Short bullet points, key words only.
- Put your entire prompt onto your power point slides.
- These prompt are for you.

P**R****O****m****p****t**

Visual aids

- Use simple fonts, colors and graphs.
- Use images and clipart.
- 3 to 7 bullets per slide.
- Don't over crowd your slides, it will not look professional.
- New or different visual aids wake people up.



Voice

- Louder and clear than your normal pitch.
- Vary pitch and volume.
- Over emphasis



Appearance

- Dark colors read as businesslike.
- Wear comfortable shoes to weight your feet evenly.
- Allow yourself to move a bit.
- Look confident.



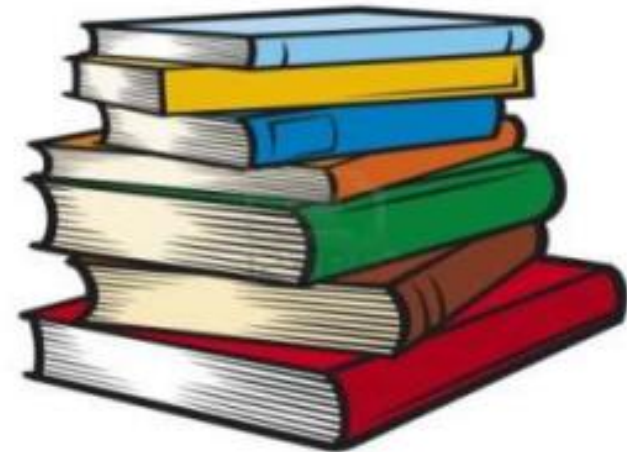
Questions

- Sketch an idea that what kind of questions audience may ask.



Preparation material

- You can use following items to make the content of your presentation:
 - ✓ Handouts
 - ✓ Personal notes
 - ✓ Internet
 - ✓ Visual aids



Practice

practice
MaKES
purfect!



Practice

- Rehearse all points what you prepare.
- Rehearse with all visual aids and handouts.
- Practice again and again to manage time.
- Rehearse in front of mirror or a friend.



Present



The slide displays a network diagram titled "World Trade 1994 Revised Japan Model 1". The diagram shows a complex web of trade relationships between various countries, with nodes representing countries and edges representing trade flows. The USA and EU are prominent nodes. A small bar chart is visible in the upper right of the diagram area.

- 34 countries
 - The European Union, Russia, Ukraine, China, India, South Korea, Thailand
- 561 trade agreements per year
- 13 years, to 2009

Present

- Make a strong start.
- Engage the audience in first 2-3 minutes.
- Show your passion through your movements and gestures.
- Make an eye contact.
- Don't forget to smile as well, unless your topic is very grim.



Speaker's impact

Presentation Helper



Text
7%

Visual
55%

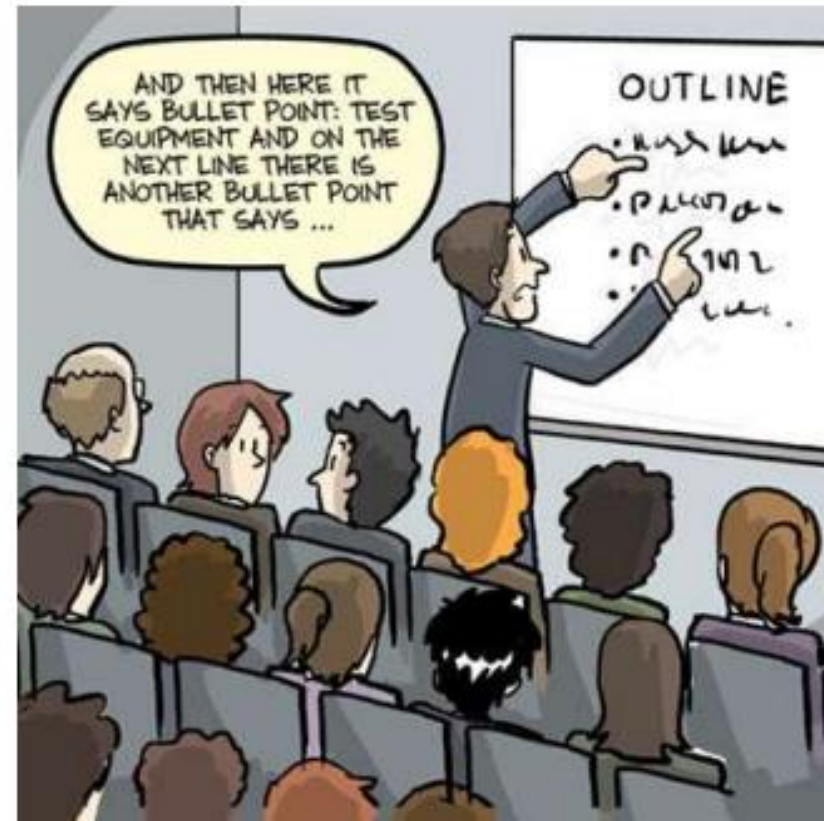
Vocal
38%

Flaws in presentation



Contd.

- Lack of experience.
- Lack of enthusiasm.
- Lack of practice.
- Lack of related material.
- Lack of confidence.
- Hesitation.
- Ambiguity in the results that you want to conclude.



Factors for successful presentation



Contd.

- Be over prepared.
- Rehearse and practice.
- Grip on your topic.
- Know your subject.
- Be positive.
- Avoid stress.



Conclusion

- Always prepare
- Channelize your fear
- Interact with your audience



ENGLISH FOR PRESENTATION

- The English sentences and expressions you need, to deliver more effective presentations are presented below.
- Mark just one or two expression in each category, then use them as you rehearse for your upcoming presentation.

INTRODUCTION

WELCOMING AUDIENCE

- Good morning, ladies and gentlemen. First of all, let me thank you all for being here today.
- Hello, thank you for coming. Let's begin.
- Good Morning, everyone
- Let me start by saying thanks to all of you for your interest in this presentation.

INTRODUCING YOURSELF

- As you all know, I'm
- My name is.....
- I'm (function).
- For those of you who don't know me, I'm.....
- As you probably know, my name is.....I'm....

INTRODUCING YOUR PURPOSE

- Today, I'd like to talk about.....
- I'm here today to present.....
- As you can see on the screen, our topic today is.....
- I'd like to begin by showing you.....

STATING YOUR PURPOSE

- By the end of this presentation. You'll know the details...
- The objective is to bring you up to date with the latest.....
- By the end of this presentation, you'll know enough about.....

GIVING AN OVERVIEW

- I've divided my presentation into 3 parts.
- First , I'll.....
- Second, I'll.....
- Last, I'll.....

Or

- To begin, I'll...
- After, I'll.....
- Finally, I'll....

BODY

SIGNPOSTING

- To move on,
- To go back
- To recap,
- To summarize
- To conclude,
- Next,
- Now let's turn to

CLARIFYING

- Sorry, let me just clarify.....
- Sorry, let me explain,.....
- Sorry, let me rephrase that.....
- What I meant is.....

INTRODUCING VISUALS

- As you can see....
- Let's have a look at....
- On this chart you can see.....

HIGHLIGHTING INFORMATION

- I'd like to draw your attention to the fact that....
- I'd like to point out that....
- I'd like to highlight the fact that.....
- I'd like to focus on....
- If you look closely, you will notice that.....

GIVING EXAMPLES

- For example,
- For instance,
- To illustrate
- A good example of this is...

CONCLUSION

CONCLUDING

- To conclude,
- To sum up,
- To summarize,

INVITING QUESTIONS

- Feel free to ask any questions as we go along (in the beginning of the presentation).
- In this point, if you have any questions, I'd happy to answer them. (at the end)
- Now I try to answer any questions you may have.
- So, does anyone have any questions?
- Are there any more questions?
- Are there any final questions?

ASKING QUESTIONS

- Could you please elaborate on.....
- Could you please explain what you meant by...
- Could you please tell me how you arrived at this.....
- Could you please tell us....
- How can you be sure that....
- How can you explain....
- How do you justify.....

MAKING RECOMMENDATIONS

- I suggest.....
- I recommend.....
- I think.....
- I believe....
- I propose.....
- My recommendations are.....

THANKING THE AUDIENCE

- Thank you very much
- Thank you for inviting me here today.
- Thank you for being such an attentive audience.
- Thank you for being a great audience.



The keys to planning an effective presentation

- The preparation is the perfect way to minimize nervousness and maximize a presentation. To prepare thoroughly, think in terms of the five W's why, who, where, when and what.

Why am I speaking?

- Inform
- Persuade
- Motivate
- Explain

What is your goal in this presentation?

Who is my audience?

- To internal audience.
- To an unknown audience. (profile)

Where will I speak?

- Visit the location
- Examine the physical location.

When will I speak?

- Time

What is my message?

- Adapt the goal to their needs.

BODY LANGUAGE

- The golden rule is ° **Be Natural and relax!**°
 - Eye contact.
 - Facial expressions.
 - Posture.
 - Movements.
 - Gestures.

OVERCOMING FEAR OF PRESENTATIONS

MENTAL, PHYSICAL and PSYCHOLOGICAL STRATEGIES FOR GREATER CONFIDENCE

- Calming your inner critic
- Making realistic improvements
- Changing your focus
- Conquering nervousness

IMPLEMENTING USEFUL STRATEGIES

- MENTAL STRATEGIES
- PSYCHOLOGICAL CONTROLS
- PHYSICAL METHODS

MENTAL STRATEGIES

- **Prepare properly** : ' the more you sweat while preparing the presentation, the less you will sweat while actually delivering it'.
- **Conduct a dialogue**: - before presentation
- during presentation.

PSYCHOLOGICAL CONTROLS

- **Identify your fears**

- is this rational fear?

- if this rational fear, what is the worst that could happen?

- So what?

- **Send positive messages**

- you can and will change

- Give yourself the positive message.(skills, prep)

- **Use visualization techniques**
 - mental rehearsal
 - Never visualise yourself making mistakes
- **Meet your audience**
- **Do your best**
 - not your job to please every person
 - Do your best to get your message across
 - Focus on the positive responses