



PRESENTATION SKILLS

PRESENTATION

Presentation is the practice of showing and explaining the content of a topic to an audience or learner.

The purpose of the presentation in this setting may be to either demonstrate candidates' skills and abilities in presenting, or to highlight their knowledge.

PAPER PRESENTATION

FOR PREPARING THE PAPER PRESENTATION

- ❧ **Organize The Talk**
- ❧ **Design The Slides**
- ❧ **Preparing For The Presentation**



**ORGANIZE THE
TALK**

ORGANIZE THE TALK

- ↻ **Read The Entire Paper At Least 3 Times**
- ↻ **Find The Important Ideas**
- ↻ **Create a Talk Outline**



**DESIGN THE
SLIDES**

DESIGN THE SLIDES

- ↻ Slide Organization
- ↻ Summarize Main Points
- ↻ It Is Okay To Waste Space
- ↻ A Picture Is Worth A Thousand Words



**PREPARING
FOR THE
PRESENTATION**

PREPARING FOR THE PRESENTATION

- ↻ Provide A Talk Road-Map
- ↻ Repeat The Point
- ↻ Explain Concepts In Our Own Words
- ↻ Talk To The Audience

TIPS AND TECHNIQUES FOR GREAT PRESENTATIONS

Do not put both hands in your pockets for long periods of time. This tends to make you look unprofessional. It is OK to put one hand in a pocket but ensure there is no loose change or keys to jingle around. This will distract the listeners.

Speak to the audience...NOT to the visual aids, such as flip charts or overheads. Also, do not stand between the visual aid and the audience.

Speak clearly and loudly enough for all to hear. Do not speak in a monotone voice. Use inflection to emphasize your main points.

Get to the presentation before your audience arrives; be the last one to leave.

When writing on flip charts use no more than 7 lines of text per page and no more than 7 words per line (the 7 x 7 rule). Also, use bright and bold colors, and pictures as well as text.

Consider the time of day and how long you have got for your talk. Time of day can affect the audience. After lunch is known as the graveyard section in training and speaking circles as audiences will feel more like a nap than attending a presentation.

PRESENTATION SKILLS

By
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ORAL PRESENTATION

- ⦿ An oral presentation is a form of oral communication.
- ⦿ It is a participative two way communication process characterised by the formal and structured presentation of a message using visual aids.
- ⦿ It is purposeful and goal-oriented.
- ⦿ Thus an oral presentation is purposeful, interactive, formal, audience oriented.

EFFECTIVE PRESENTATION SKILLS

Frame work for effective teaching practice :

**Technique(skills) + Style(individual expression) =
Effective presentation**

A good presentation has four elements:

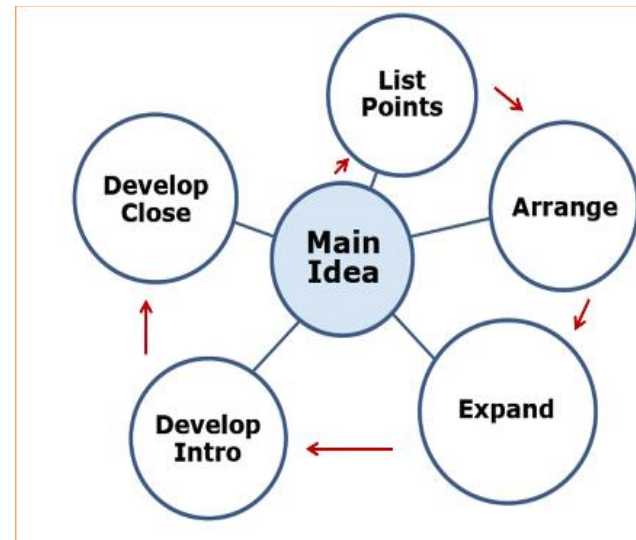
- Content
- Structure
- Packaging
- Human element

PLANNING THE PRESENTATION

- ◉ Planning the presentation is, thus, the most important element.
- ◉ It involves purpose identification, audience analysis, analyzing the occasion.
- ◉ It includes :
 - Define the purpose.
 - Analyse the audience.
 - Analyse the occasion.
 - Choose a suitable title.

PREPARING FOR A PRESENTATION

- ◉ Preparing a presentation is like preparing any other assignment.
- ◉ It needs to be planned researched and written before it is delivered.
 - Getting started
 - Timing



ORGANISING THE PRESENTATION

- ⊙ The opening of the presentation should convince the audience to listen to it.
- ⊙ Functions:
 - Get the audience's attention.
 - Introduce the subject.
 - Give the audience a reason to listen.
 - Establish the credibility and Preview the main ideas.

An introduction is like a roadmap that tells your audience the direction your presentation will take.

- State your topic and tell the audience what your presentation will cover.
- Outline the main points.

A good introduction will capture an audience's attention.

- Start your talk by greeting the audience and introducing yourself (even if they already know you).
- State your purpose. For example:
 - 'I'm going to talk about...'
 - 'Today I'd like to discuss...'
- Provide any necessary background or definition of terms.

Body

The body of your presentation is where you develop the main points and present examples and evidence.

The information in the body needs to be well-structured. Decide on an organising principle. It could be by chronological order, theme or order of importance.

Make sure you provide clear links between main points, explanations and examples.

Use visual aids to engage the interest of your audience and 'show' instead of just 'tell'.

Emphasise important information. Tell your audience when information is particularly important or interesting. Tell them why.

- Use verbal 'signposts' to guide your audience through the presentation, highlight key points and indicate the different sections of your presentation.
 - 'Another point is...'
 - 'A contrary view to consider is'
 - 'In conclusion'
- Move from one point to the next by using phrases (such as 'Firstly ... secondly' ... 'finally').
- Introduce supporting evidence
 - 'For example ...'
 - '[Author name] states that ...'

Conclusion

The conclusion is usually a summary of the main points made in the body of the talk.

- Restate the main points.
- Re-answer the question.

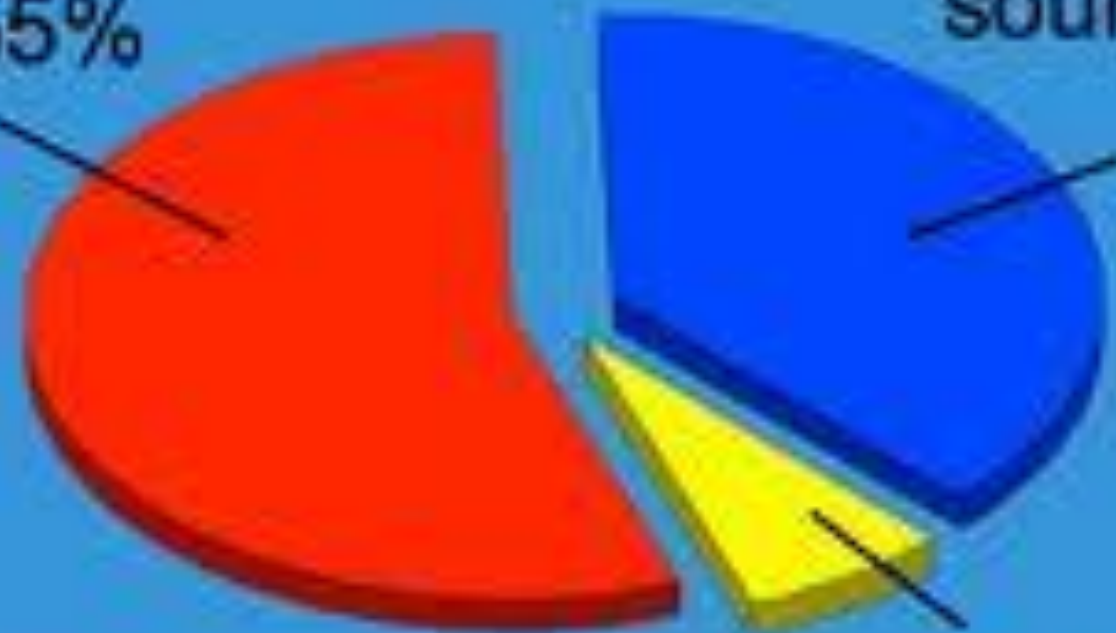
Don't introduce any new information in the conclusion. Take the opportunity to show that you have covered all the points you made in your introduction.

- Work out how you will finish your talk. You can signal your conclusion with the phrase '*In conclusion ...*'
- Thank the audience, and invite questions:
- Restate the purpose of your talk, and say that you have achieved your aim:
 - 'I think it's now clear that ...'

Speaker's Impact

How you
look: 55%

How you
sound: 38%



What you say: 7%

Dr. Mehrabian,
UCLA

REHEARSING THE PRESENTATION

- ◉ Rehearsal should be planned and conducted properly and systematically.
- ◉ Strategies:
 - Plan the rehearsal.
 - Rehearse before a live audience.
 - Timing during rehearsal.
 - Recreate the presentation environment.



GIVING THE PRESENTATION

◎ Starting well

- Stand in a balanced position, facing the audience, feet apart.
- Greet the audience and introduce yourself.

◎ Delivery

- Written and spoken language are different.
- Speak clearly and at a moderate pace.
- Don't read your presentation word-for-word from a script or from PowerPoint slides



◎ **Tips for avoiding performance anxiety:**

- Stand in a balanced position.
- Take a deep breath.
- If you feel nervous, remember that your audience consists of your colleagues and friends.

THE 7Cs

of communication

Farhad Ahm

Farhad Ahm

7C'S OF EFFECTIVE
COMMUNICATION

7C'S OF EFFECTIVE COMMUNICATION

- ✍ Courtesy
- ✍ Clarity
- ✍ Conciseness
- ✍ Concreteness
- ✍ Correctness
- ✍ Consideration
- ✍ Completeness

COURTESY

Courtesy is gentle politeness and courtly manners. It is a behavior marked by polished manners or respect for others and act or expression

CLARITY

A characteristic of a speech or a prose composition that communicates effectively with its intended audience. The quality of being expressed clearly, the ability to think about or understand something clearly.

CONCISENESS

Expressing much in few words; clear and succinct. A characteristic of a speech or prose composition in which a great deal is conveyed in just a few words.

CONCRETENESS

Concreteness is an aspect of communication that means being specific, definite, and vivid rather than vague and general. A concrete communication uses specific facts and figures. Counselors, attorneys, job interviewers, etc. often prod their interviewees to speak with greater concreteness.

CORRECTNESS

It is defined as conforming or agreeing with fact, logic, or known truth and freedom from error.

CONSIDERATION

Consideration is the concept of legal value in connection with contracts. It is anything of value promised to another when making a contract. It can take the form of money, physical objects, services, promised actions, abstinence from a future action, and much more.

COMPLETENESS

Completeness is defined as having all necessary or normal parts, components, or steps.



SEMINAR

DEFINITION

Seminars are an interactive method of group teaching, which usually enables an audience to gain maximum knowledge.

Audience interaction with the seminar tutor allows for debate and discussion based on new ideas generated from listeners. This in turn leads to a more proactive, interesting session in which both the audience and the tutor have a learning experience.

IMPORTANCE AND ESSENTIALS OF A EFFECTIVE SEMINAR

seminars play a significant role in simulating the thought process. They induce people to exchange new information that would not have been available.

When a seminar is conducted at its best, the purpose of the gathering is fully met. It is imperative to keep in mind the essentials of conducting an effective seminar.

The main ones are: efficient public speaking, which uses good voice modulation, tone and content; the right presentation method; and rehearsal, which means practicing the way the seminar will be presented by taking in front of the mirror.

GUIDELINES FOR SEMINAR PRESENTATIONS

❧ Introduction

❧ Illustrating Your Arguments

❧ Preparing Yourself For The Presentation

TIPS FOR TAKING SEMINAR

Play to your strengths. Pick a class that is built upon a type of activity that you enjoy.

Spread the words. You will learn more deeply about the focal topic by describing your seminar to others and by processing their questions and observations.

Make eye contact with your audience.

Maintain good body language.



THANK YOU

