Tips & Techniques For Effective Presentation

TYPES

- INFORMATIVE

- DEMONSTRATIVE

- PERSUASIVE

- INSPIRATIONAL

4 P's [Steps for Effective Presentation]

1. PLANNING

2. PREPARING

3. PRACTICSING

4. PRESENTING

★ Dealing with Question

PLAN

 WHO- Is your audience ?

 WHY- they are here ?

 WHAT- is your Goal ?

 WHERE – it is ?

 HOW – long ?

★Keeping All this Ques. Prepare SLIDES

3 THINGS – STRUCTURE -- BODY

 INTRO

 MAIN ELEMENT [CONTENT]

 CONCLUSION [KEY POINT]

PREPARE

 FOLLOW *10/20/30 RULE* :

- 10 SLIDES

- 20 MINUTES AS MAXIMUM LIMIT

- 30 FONT SIZE

 REMEMBER 65% OF YOUR AUDIENCE IS VISUAL LEARNER !

 BE SHORT & CLEAR

PRESENT

 YOUR GOAL IS AUDIENCE INTEREST/COMFORT !

 WORDS   VOICE   BODY LANGUAGE (Gestures, smile, Dressing)

 PRACTISE

 BE CONFIDENT

AVOID

- STRESS/NEGATIVE TALKS

- ADCGHDBCDUYCHNJBDVHDBJCVNDRBYVHBXZCNBVYUDHBVNBKCVY HDBCNXVYUDFVHJDNNNNNNNNNNNNNNNNNNNNNNNNNVBIDSYVUH DVGDUY8VHBDDUIDJHED87TDJHQ;WLKDJKLDMNKDNCKLAJNHCINNT CFBFIEYRDFHRWIUGFNJCFIUWFKLEJOFIJDHFYYUFHJKDHFUYFHBJHDF JBURGFYERHNFBHFGHNBYFMFDEGEHFHYGEHEGHBFHJEFBEJHGFJK3L SKNDJEBDJHEBHEFHFGHJDBFJEEWJWEKNEUHEJNRBJHBRHERBEHJ

- UMMMM-AAAAA—UHHHHHH

Dealing With Questions-

 THANKS

 REPEAT QUES

 ANSWER

 CONFIRM --- THANKS

It's your turn **to speak**