

PRESENTATION STYLE

Reference

Presentation Skills by J Ford,
Department of Petroleum Engineering.
Heriot-Watt University, Edinburgh,
Scotland

Presentation Style

- **Have a Good Start and Finish:**
 - **Good Morning, I'm ... and I will ...**
 - **Thank you for your attention...happy to answer any questions**

Presentation Style

- **Be Aware of Physical Aspects of Delivery:**
 - **Gestures**
 - **Eye Contact**
 - **Body Language**
 - **Voice**
 - **Mannerisms**

Presentation Style

Decide Upon Mode of Delivery:

- Impromptu**
- Manuscript/Reading**
- Memorized**
- Extemporaneous**

Presentation Style

- **Crib Sheets are acceptable, but use:**
 - **Large Typeface**
 - **Double Spaced**
 - **Bullet Points and Phrases**
 - **Highlights/Circles for Main Points**
 - **Numbered Pages**

Presentation Style

- **Maintain Interest by:**
 - **Good Opening/Closing**
 - **Good Structure**
 - **Be Specific/Avoid Generalization**
 - **Speak with Facts**
 - **Demonstrate Enthusiasm**
 - **Not Telling Jokes**

Presentation Style

- **Review Your Narration:**
 - **Length of sentences**
 - **Continuity**
 - **Unpleasant Jolts**

Presentation Style

- Consider the 4-S's:
 - Shortness
 - Simplicity
 - Strength
 - Sincerity

Presentation Style

- **Practice Your Presentation:**
 - **Write a script**
 - **Practise in front of the mirror**
 - **Practise in front of friends or groupmates**
 - **Memorize structure Not all content**

Handling Questions

- **Receive Cordially**
- **Listen Carefully**
- **Confirm a Question**
- **Don't Shoot from the Lip**
- **Rehearse**
- **Remember Body Language**

**Always
answer
with a 'KISS'**