

# **PRESENTATION SKILLS**

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# CONTENTS

- Planning - “the secret of success”
- Presentation Style
- Visual Aids
- Questions

# PLANNING - Overview

- **Why** am I giving this talk?
  - State Specific Objective
  - What is message/what are results ?
- **Who** is in Audience?
  - Most Important element (You/the talk/the audience)
  - Anticipate concerns/interests
  - What are they there for?

# PLANNING - Overview

- Where is the meeting ?
- When will the Meeting Be ?
  - Morning/After lunch
- How To Present it ?

# PLANNING - Outlines

- Solid Framework
- Ensure Direction
- Provide Checklist
- Maintain Emphasis

# PLANNING - Review

- Organisation and Strategy
- Clear Objectives
- Sequence of Main Points
- Main Points vs. Time
- Duplication/Repetition
- Enough Evidence for Conclusions

# **PRESENTATION STYLE - Start and Finish**

- Good Mornig, Im..... and I will.....
- Thankyou for your attention,...happy to answer any quetions

# **PRESENTATION STYLE - Physical**

- Gestures
- Eye Contact
- Body Language
- Voice
- Mannerisms



# **PRESENTATION STYLE - Delivery**

- Reading
- Memorising
- Impromptu
- Extemporaneous

# **PRESENTATION STYLE - Crib Sheets**

- Large Typeface
- Double Spaced
- Bullet Points or Phrases
- Highlight/Circle Main Points
- Numbers Pages

# **PRESENTATION STYLE - Maintaining Interest**

- Good Opening/Closing
- Good Structure
- Be Specific/Avoid generalisation
- Speak with Facts
- Demonstrate Enthusiasm
- Dont tell jokes

# **PRESENTATION STYLE - Review Narration**

- Length of Sentences
- Continuity
- The “I” Complex
- Unpleasant Jolts

# **PRESENTATION STYLE - The 4-S's**

- Shortness
- Simplicity
- Strength
- Sincerity

# **PRESENTATION STYLE - Practise**

- Write a Script
- Practise in front of Mirror
- Practise in front of Friends
- Memorise Structure

# VISUALS - General

- Arouse Interest
- Explain
- Prevent Misunderstandings
- Persuade

# VISUALS - General

- Focus Attention
- Save Time
- Reinforce Ideas
- Add Humour
- NOT CRUTCHES



# VISUALS - Visual Aids

- Lists and Tables
- Pie Charts and Maps
- Block Diagrams, Schematics
- Bar Charts and Alpine Charts
- Color vs. Black and White
- Cartoons

# VISUALS - Projection

- Chalk Boards
- Flip Charts
- Overheads
- 35 mm Slides
- Overhead Panel
- Video Tapes
- Models

# **VISUALS - Advanced Techniques**

- Dynamic Visuals
- Progressive Disclosure
- Multi- image

# QUESTIONS - General

- Receive Cordially
- Listen Carefully
- Confirm Question
- Dont Shoot from the Lip
- Answer with a KISS
- Rehearse
- Body Language

# QUESTIONS - Type of Question

- A or B Dilemma
- Irrelevant Question
- Hypothetical Question