

# PRESENTATION SKILLS

It takes one hour of Preparation for each  
minute of an effective presentation ..

*-Sam*




# AGENDA

- **What is a Presentation?**
- **Preparing Your Presentation**
- **Organizing the Presentation Material**
- **Deciding the Presentation Method**
- **Working with Visual Aids**
- **Body Language**
- **Communication Skills**
- **Dealing with Questions**

# What is a Presentation?



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- **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.**

# Preparing Your Presentation



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- **Preparation is the most important part of making a successful presentation.**
- **Presentation preparation can be broken down into the following elements:**
  - **The objective**
  - **The subject**
  - **The audience**
  - **The place**
  - **Time of day**
  - **Length of talk**

# Organizing the Presentation Material

Open doors...



is the key.



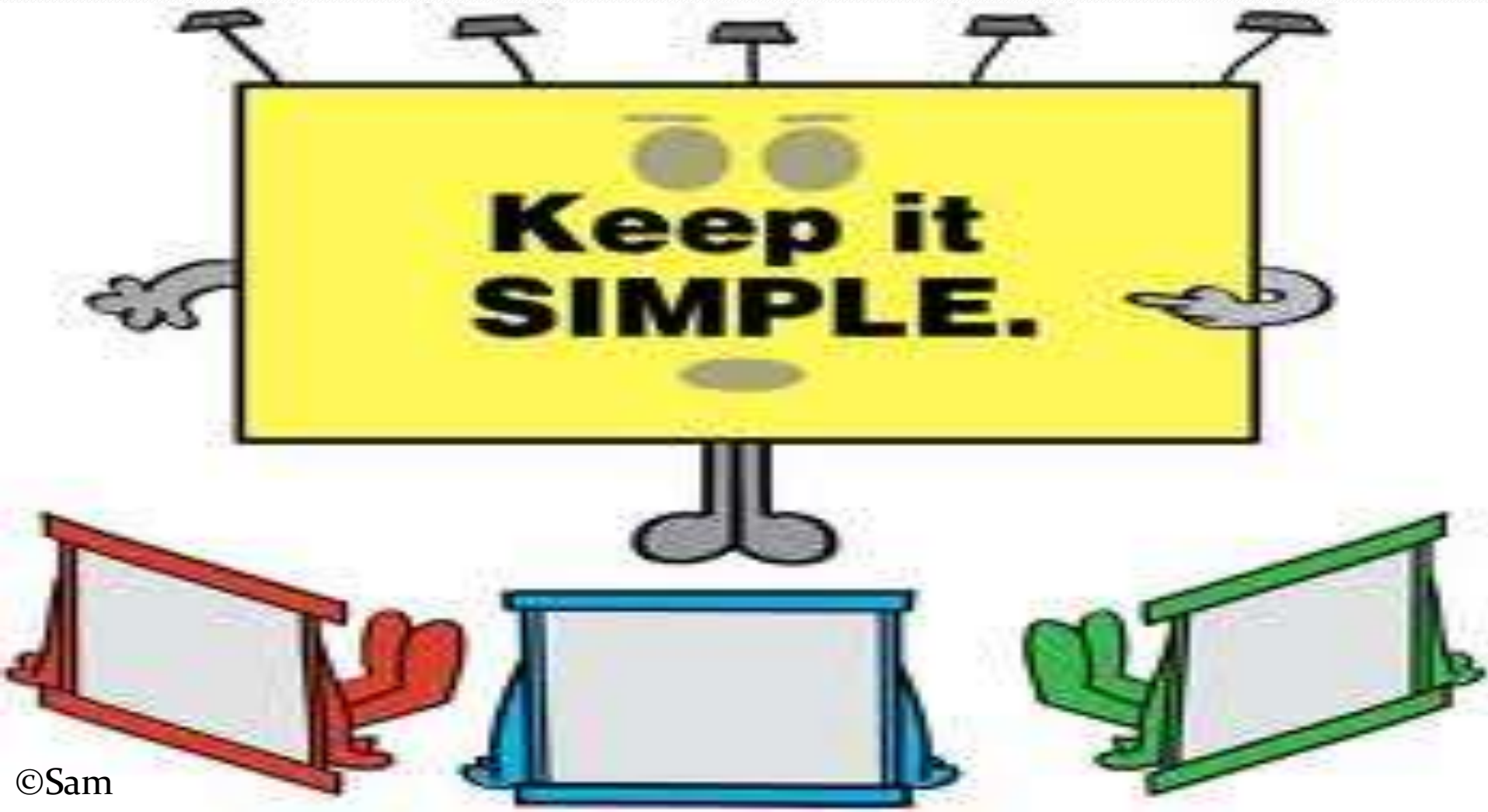



- **Irrespective of whether the occasion is formal or informal, always aim to give a clear, well-structured delivery.**
- **Organising the presentation material may include:**
- **Blue Sky Thinking (the ideas).**
- **Selecting the main points.**
- **Deciding whether to illustrate.**
- **Introduction and conclusion.**

# Deciding the Presentation Method

- **Few people are able to give a presentation without notes.**
- **Even the most experienced speakers will usually have to hand at least some form of notes to jog their memory and aid their presentation.**
- **You will need to know your own abilities and decide how best to make the presentation.**

# Working with Visual Aids



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- **Bullets**
  - **Fonts size, style.**
  - **Consistency.**
  - **Spellings.**
  - **Slide effects.**
  - **No Animation to text.**


# Body Language



PresenterMedia

PresenterMedia



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- **Dressing sense.**
  - **Proper attire**
  - **Shoes.**
  - **The way you stand.**

# Communication Skills.



Open doors...



- **Proper usage of sentences.**
- **Effective speaking.**
- **Being clear about ideas.**
- **Volume - to be heard.**
- **Clarity - to be understood.**
- **Variety - to add interest.**



# Dealing with Questions



# KNOW YOUR AUDIENCE



## First impressions

Audience evaluates you in first 5 minutes.

No second chance.



- **Proper Research.**
- **Treat your audience with the respect you would like to have shown to you.**
- **If you do not know an answer then say so and offer to find out and ensure that you do so.**
- **Listen carefully to any question and, if the audience is large, repeat it to ensure everyone in the audience has heard. Answer briefly and to the point.**

Gratitude is not only  
the greatest of virtues,  
but the parent of all others.



A close-up photograph of a computer keyboard. The central focus is a bright red key with the words "Thank You" printed in white, bold, sans-serif font. The key is slightly raised and has rounded corners. Surrounding it are several white keys with black characters: "F" to the left, "H" to the right, and "Z" above. The lighting is soft, creating subtle shadows and highlights on the keys' surfaces.

**Thank  
You**