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***How to present the results of
your work effectively.***

Public talk
Effective presentation





How to present the results of your work effectively?



How to plan your informal presentation?



How to develop your presentation skills?

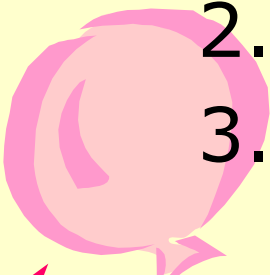

A decorative graphic on the left side of the slide features three balloons: a yellow one at the top, a pink one in the middle, and a green one at the bottom. Each balloon is attached to a streamer that ends in several small, triangular flags. The balloons and streamers are positioned to the left of the main title.

Informal presentation

- **Effective presentation**
 - **Involving**
 - **Logical sequence**
 - **???**
 - **Appropriateness of language**
 - **Timing**
 - **Visual aids**



Planning an informal presentation

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1. What are the aims for the presentation?
 2. What resources do we need?
 3. How much time do we have\ who will keep time?
 4. Who will do what during the presentation?
 5. What will the audience do?
 6. What will we give the audience?



Before the presentation

- Think of the way of the beginning of the presentation and the summing up.
- Decide if you wish to give out handouts.
- Practise beforehand, checking the timing.
- Check any equipment before you begin.



During the presentation

- Tell the audience about your policy at the beginning of the presentation.
- Speak slowly and clear.
- Use visual aids.
- Try to involve the audience.
- Keep eye-contact.
- Vary the sound of your voice, the position of your body.
- Mind your body-language.
- Don't look into one direction all the time.

How and What ? Structure.

1. Opening \ greeting and salutation.
2. Feed forward or plan.
3. Big talk or main body.
4. Summary \ summarizing.
5. Closing \ concluding.



Match:



Finally...

To start with...

Firstly...

Many thanks for your attention.

So let me summarize...



After that... \ Also...

I am going to talk today about...

In conclusion...



In addition...



"Just love your audience...;

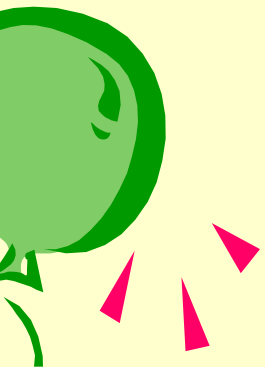


the most important thing is not **what** you tell them but **how** you do it"

Look at them and smile!



(Ineke Brussaards)



Thank You!

