EFFECTIVE PRESENTATION

Procedure

- Planning

- Organizing the presentation

- Designing the presentation

- Presenting

- Ending of the presentation

PLANING

- What is it a presentation?

- Types of presentation

- Stages in planning a presentation
  - Preparation
  - Choosing your main points
  - Choosing your supporting information
  - Establishing linking statements
  - Conclusion

ORGANIZING

- Organising the presentation material may include:
  - Blue Sky Thinking (the ideas).
  - Selecting the main points.
  - Deciding whether to illustrate.
  - Introduction and conclusion.
- Writing Your Presentation
  - Harnessing the Power of Three
  - What, Why, How?
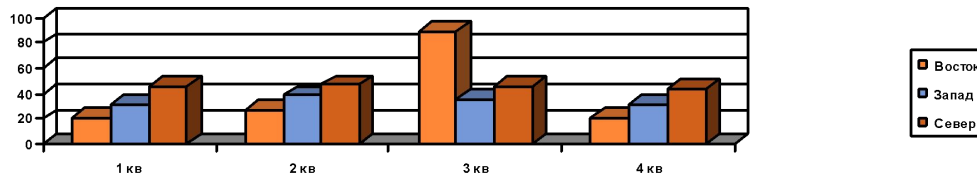 - Editing Your Content

PRESENTATION DESIGN

- have very few slides;
- use very big words (18 pt or >, ~~Times Roman~~, ~~yellow~~);
- use a plain background
- use
- use
- use quotes

Presenting

PAY YOUR ATTENTION TO:

- Context and time
  - follow logical progression
  - follow time guideline
  - mind your vocabulary
- Intonation and Voice
  - pause→emphasize→repeat
  - slow down
  - speak up
- Body Language
  - dress for success
  - move away from the lectern
  - face the audience
  - avoid your bad habits

Public Speaking

Fearful?   Confident!

END OF THE PRESENTATION

ENDING OF THE PRESENTATION

- Plan your conclusion
- Structure
  - review
  - question
  - conclusion
- End a speech with a strong Summary
- Ask for Questions gracefully
- Thank your audience

Thank you for your attention

REFERENCES

- Hall, R. (2008). *Brilliant presentation*. Edinburgh: Pearson education limited.

- Mehrabian, A. (1981). *Silent Messages: Implicit Communication of Emotions and Attitudes*, 2nd edn. Wadsworth, Belmont, CA,