

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

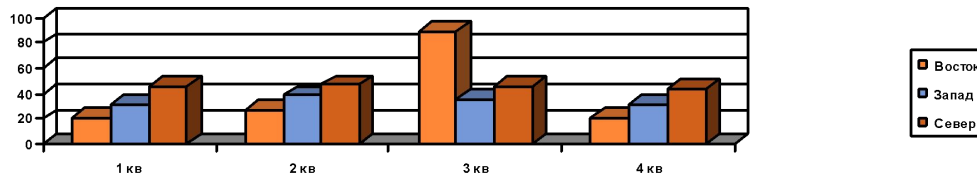


PRESENTATION DESIGN



- 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,

