



# • Presentation and public speaking skills

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# Outline

- Introduction
- Background
- Main Body
- Problems and solutions
- Speech
- Conclusion
- Reference

# Introduction

- Welcome everyone by saying “thank you for coming” (It is a formality although it shows sincerity and sense of community)
- Gain an audience’s attention (the most important tip that should be kept throughout the presentation)
- Tell a short story
- An interesting fact
- Pay a compliment. *“They say that all geniuses lacked punctuality. That means the room is filled with geniuses, which makes my task as a speaker more complicated, but at the same time, increases the pleasure from talking to you”*

# Background

- Why you have chosen this topic
- How your topic could be of value
- Overview
- Picture on the slide
- Hook

# Main Body

- Be consistent and coherent
- Do not write too much text ( Your audience will read the text instead of listening to you. It is also difficult for you to present each point)
- Bullet point one idea or key word
- You may use pictures
- It is good to display some statistics or previous research

# Problems and Solutions

- One slide problems another slide solutions
- Problems should be of value for the public or particular audience
- Do not use silly pictures or animation
- Focus on the problem. Explain why it has evolved
- Suggest your own solution and explain why it will work

# Speech

- Jests
- Emotions
- Pose
- Eye contact
- Do not read all speech long. Although you may use notes
- Good look

# Conclusion

- It should make your audience want to applaud
- Should be directly correlated to the main idea
- The most brilliant way to sum up would be to loop around to the first phrase/joke/point, creating a complete ring of thoughts
- Summarize the main points
- Suggest future field of research



# How to get better

- Anxiety is normal
- Prepare, prepare, and prepare more
- Practice few times before the presentation

# References

- Radislav Gandapas “Kama sutra of public speaking” Oxford 2016
- Marjorie Lee North “10 tips for public speaking”  
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- Brunel University London “Making Power Point Presentation” 2015, London
- Scott Berkun “Confessions of a public speaker” New York, 2015
- Brian Tracy “Speak to win” USA, 2008

Questions ?

Thank you !