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 wright to 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
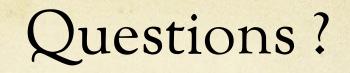
How to get better

- 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" https://www.extension.harvard.edu/professional-development/blog/10-tips-improving-your-public-speaking-skills

- 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 !