

# **LET'S CREATE YOUR VIP-CSL PRESENTATION**



# Slide Show Agenda

- **Learning Outcome**
- **The 3 P's of Presentation Skills**
  1. Preparation
  2. Practice
  3. Performance
- **Controlling Speech Anxiety**



# Learning Outcome

- In working toward the goal of developing professional employment readiness skills in students, one of the learning outcomes of this program is that you can deliver a professional presentation
- This PowerPoint and the accompanying online materials are designed to assist you in achieving this learning outcome through the *VIP-CSL Presentation Assignment*



# Presentation Skills

- The 3 P's of Presenting:
  1. Preparation
  2. Practice
  3. Performance
- Working through the 3 P's will help ensure an effective presentation
- These can be applied to this and any future presentation you make



# **The First P: Preparation**

**When preparing for any presentation, you need to address the following:**

- Purpose of your presentation
- Know your topic
- Logical sequencing
- Your audience
- Visual Aids
- Timing



# Preparing Your Presentation

- *Purpose of your presentation*
  - to share your VIP-CSL experience with your peers
  - Brainstorm your ideas to convey the most important information for the audience to know
- *Know your topic*
  - your placement organization & your experience
  - ensure that you can answer any questions asked about your topic



# Preparing Your Presentation cont'd

- *Logical sequencing*
  - Intro (20%) + Body (60%) + Conclusion (20%)
  - Review the “Presentation Assignment” for details of what to include
- *Your audience*
  - Students who have had their own placement
  - Think about what they already know and relate to them



# Preparing Your Presentation cont'd

- *Visual Aids*
  - Slides are **required** (e.g. Power Point)
  - Have a printed copy in case technology fails
  - Have your file as a .ppt and a .pdf
  - Additional visual aids (work samples, pictures, brochures, etc.) can also enhance your presentation





# Not Familiar With PowerPoint?

- Don't worry if you've never used PowerPoint before – your PowerPoint does not need to be advanced
- A good About.com article for you to review for PowerPoint tips can be found [here](#)



# A Lesson in PowerPoint

## When utilizing PowerPoint software remember:

- Include a title slide and an agenda slide to outline what you will talk about
- Only list the highlights of what you want to say
  - Do not include every word you will say – PowerPoint should guide your presentation, but it shouldn't be your presentation
- Use **at least** size 20 font for all text and larger for heading
- Your font should contrast with the background
- Any images should relate to your topic



# Preparing Your Presentation cont'd

- *Timing*
  - Your presentation must be **at least 3 minutes** but **no longer than 5 minutes**
  - Your answer to a STAR question must be include in the 3-5 minutes
  - The facilitator will give you the signal to wrap it up when you reach 4 minutes



# The Second P: Practice

- *Rehearse aloud*
  - It's not the same when you think about it in your head – it's much more realistic out loud
  - If possible, get feedback from someone else
- *Try rehearsing in a similar setting*
  - You will be standing up with your slides on a screen behind you (i.e. you won't be facing your PowerPoint)
- *Practice timing*
  - 3 to 5 minutes of material!



# Practice continued

- *Think about how you can involve the audience*
  - Posing questions or facilitating an activity to illustrate a point can be very effective
- *Practice with your visual aids*
  - Make sure your PowerPoint slides and any other props you may be using will flow well into your presentation
- *Prepare “Speaker’s Notes”*
  - Prepare brief points that are not on your slides to expand on during your presentation
  - Have a paper copy of your PowerPoint in front of you
  - Try not to read your notes word for word



# The Third P: Performance

- *The first 90 seconds mean so much*
  - Gain interest from the audience right away by asking a question, stating a fact, telling a story or using an interesting quote
- *Professional appearance*
  - You are expected to dress professionally while you deliver this presentation
  - Dress as if you were attending an interview
  - This means no jeans, athletic wear, or running shoes
  - Appearance will be one of the points you are evaluated on



# Performance continued

- *Project confidence to the audience*
- *Body Language*
  - Don't slouch but don't be too rigid
  - Try not to fidget or talk with your hands too much
  - Make eye contact with and smile at your audience
- *Voice control*
  - Speak clearly and make sure you can be heard
  - Project your voice by standing up straight
  - Avoid overuse of “Um”, “Ah”, and “Like”
- *Humour and Enthusiasm*
  - Make it interesting with enthusiasm and appropriate humour



# 7 Messages of a Good Speaker

1. I will not waste your time.
2. I know who you are and I know why you came.
3. I am well organized.
4. I will deliver this speech in an interesting, conversational way.
5. I know my subject.
6. Here are my most important points.
7. I am finished.





# Think about it...

- *"According to most studies, people's number one fear is public speaking. Number two is death. Death is number two. Does that sound right? This means to the average person, if you go to a funeral, you're better off in the casket than doing the eulogy."* – Jerry Seinfeld
  - How do you feel about presenting to an audience?
  - Why do you think so many people are nervous about presentations?



# Controlling Speech Anxiety

## Before the presentation day...

- Assess your level of anxiety
  - Be honest with yourself
  - Make improvement your goal – not just “getting through it”
- Re-evaluate your presentation style
  - Figure out what you are good at and what you need to work on improving
- Prepare thoroughly and rehearse, rehearse, rehearse!
  - Be comfortable with the material
  - Do not wait until the night before to start preparing
  - Practice in for a friend/family member and ask for honest feedback



# Controlling Speech Anxiety

## On the presentation day...

- Arrive early and be prepared!
  - Take time to relax and familiarize with the room and audience
- Put things into perspective
  - Everyone else in the room has to go through the same thing
  - The audience doesn't know when you've flubbed – only you know what you meant to say
  - What's the worst thing that can happen?
- Think of your speech as a conversation
  - You are speaking student to student – you don't need to be extremely formal
  - Use your own words – don't try to memorize everything you want to say word for word!



# Helpful Tools

Download the “*Presentation Skills Supplemental Materials*” file from the web-site. You will find three tools to help you assess your public speaking skills.

1. *Personal Report of Public Speaking Anxiety* → a quiz to help you assess your current level of anxiety
2. *Public Speaking Assessment* → assists you in rating seven categories of presentation skills along a continuum
3. *Public Speaking Attributes Assessment* → helps you to identify your strengths and weaknesses related to public speaking

