



**IIT Madras**  
ONLINE DEGREE

# **EFFECTIVE PRESENTATIONS**

Prof. Shreesh Chaudhary

# STAGE MANNERS

- All conversations are presentations.
- All presentations are stage performances.
- All presenters are performers.

- Whether talking to a friend or a crowd, you perform an act.
- So like all “actors”, you have to follow some stage manners.
- We must be **well-turned out: washed, groomed and dressed.**

- You need not be over-dressed, you must not be under-dressed, you should be appropriately dressed.

Inappropriate Dress  
for the Presentation



Appropriate Dress for  
the Presentation



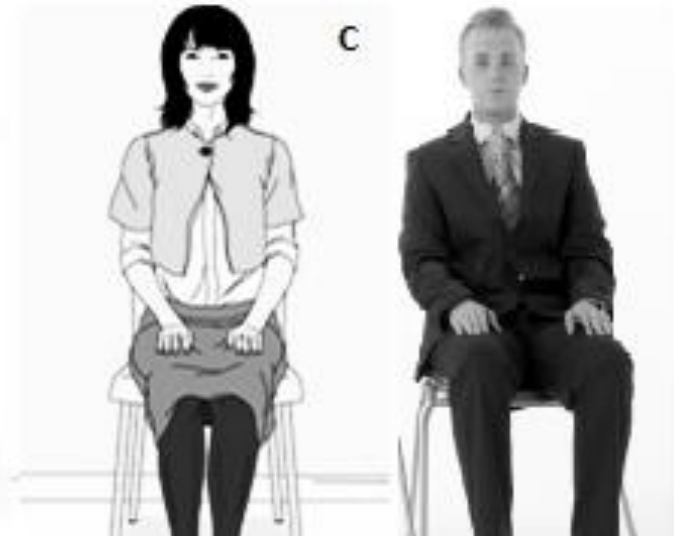
- What is an “**effective presentation**”?

- You make an effective presentation when listeners listen to you with attention.
- Then you can persuade, or entertain, or inspire, or convince, etc.
- Listeners may or may not always agree with you, but they see your position, your point of view, and they can listen to you.

To achieve this, you must also do the following:

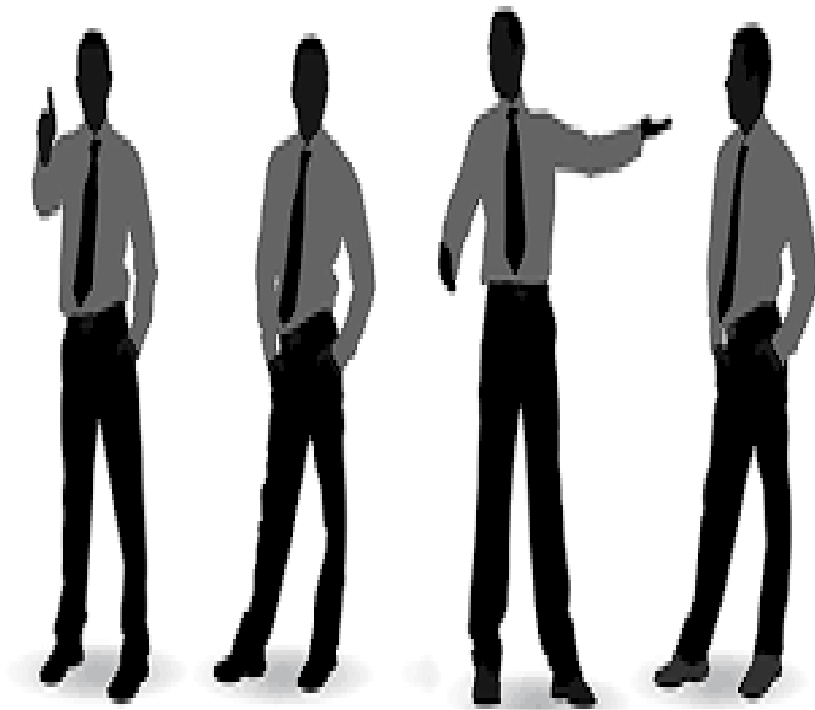
- Relax, make yourself comfortable.
- If you are tense, nervous, sleepy, drowsy, distracted, you may not make an effective presentation.
- People see more than they listen.

# SITTING POSTURES





# STANDING POSTURES



- **Greet your audience** with a friendly manner.
- **Use your hands in a meaningful manner. .**

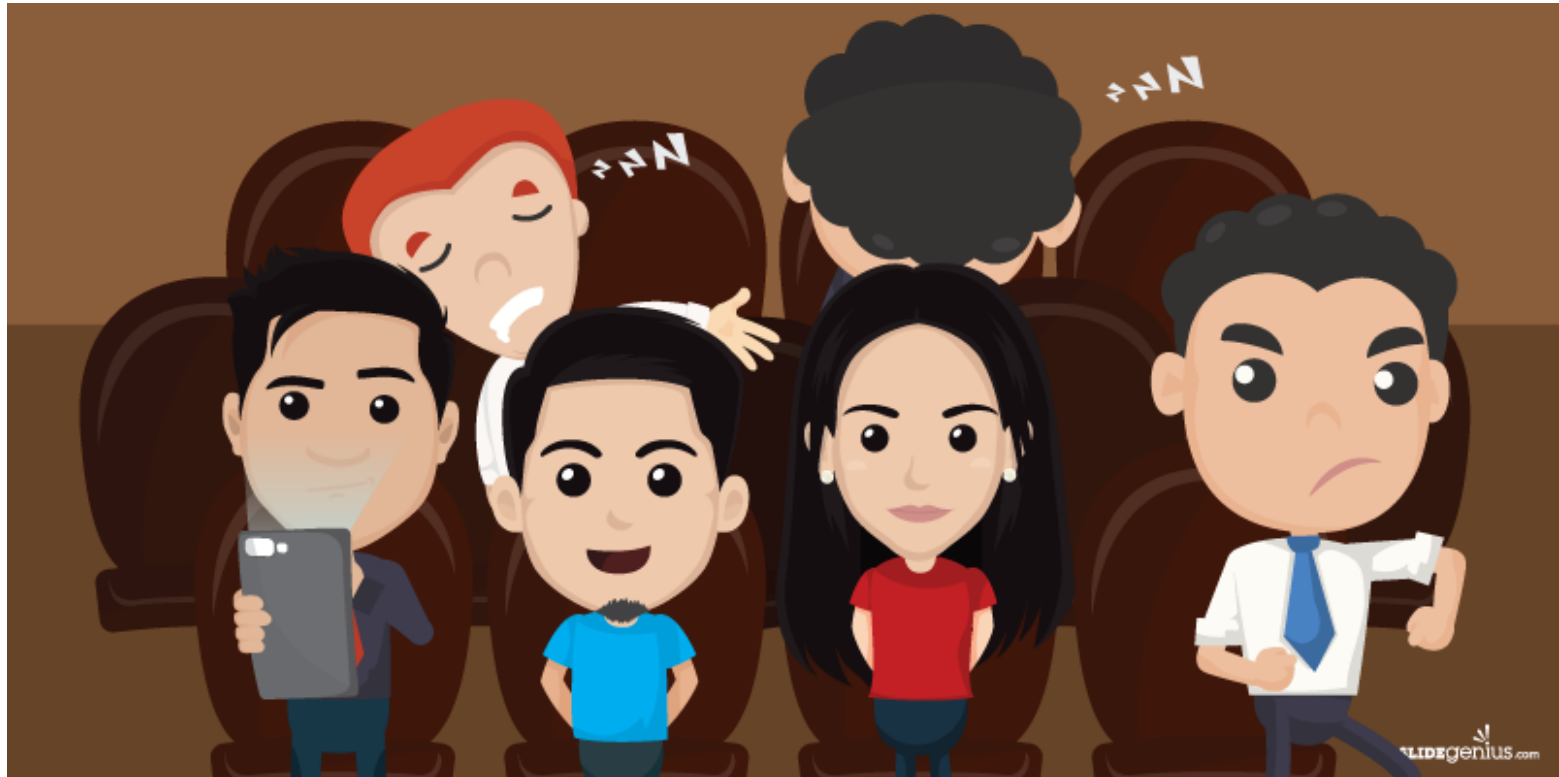
# HAND GESTURES



- **Eye-contact keeps the listener with the speaker.**



- You lose eye contact, and you lose your audience.



- Look at all your listeners with a friendly and unhurried attention.
- And then move to another group, repeat this triangular movement of your eyes.

- **Voice** is an important tool for presentations.
- You can have loud and soft voice, rapid and slow voice, confident and doubtful or confused voice, giving a variety of signals to the listener.
- You must learn to modulate your voice.

- Listen to the following examples of rapid speech.

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[https://drive.google.com/file/d/1ldMcDYyzIeyrls\\_uTt0\\_fTiY-JXQLwTrW/view?usp=sharing](https://drive.google.com/file/d/1ldMcDYyzIeyrls_uTt0_fTiY-JXQLwTrW/view?usp=sharing)



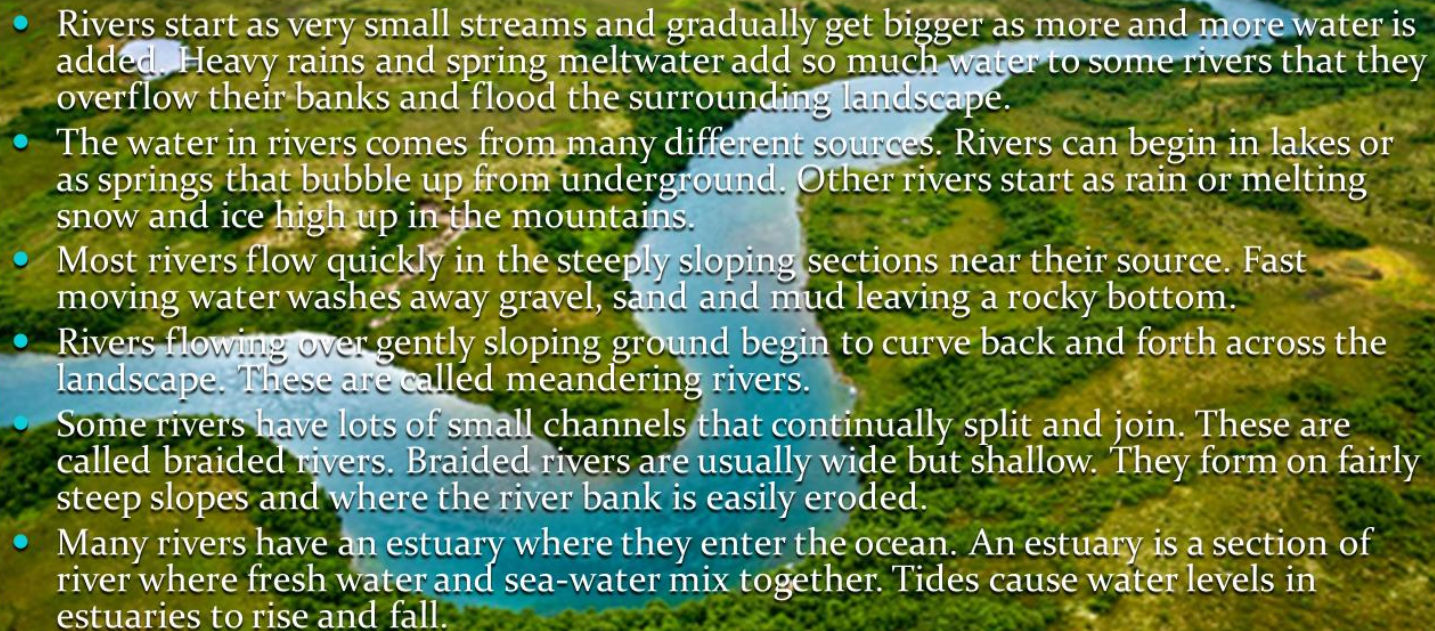
- Listen to the following example for slow and confident speech.
- Nobel Lecture by Malala Yousafzai:

<https://drive.google.com/file/d/1TcpWZJ3-2DKwGDprFYnxJF7GfZ-6nd5J/view?usp=sharing>

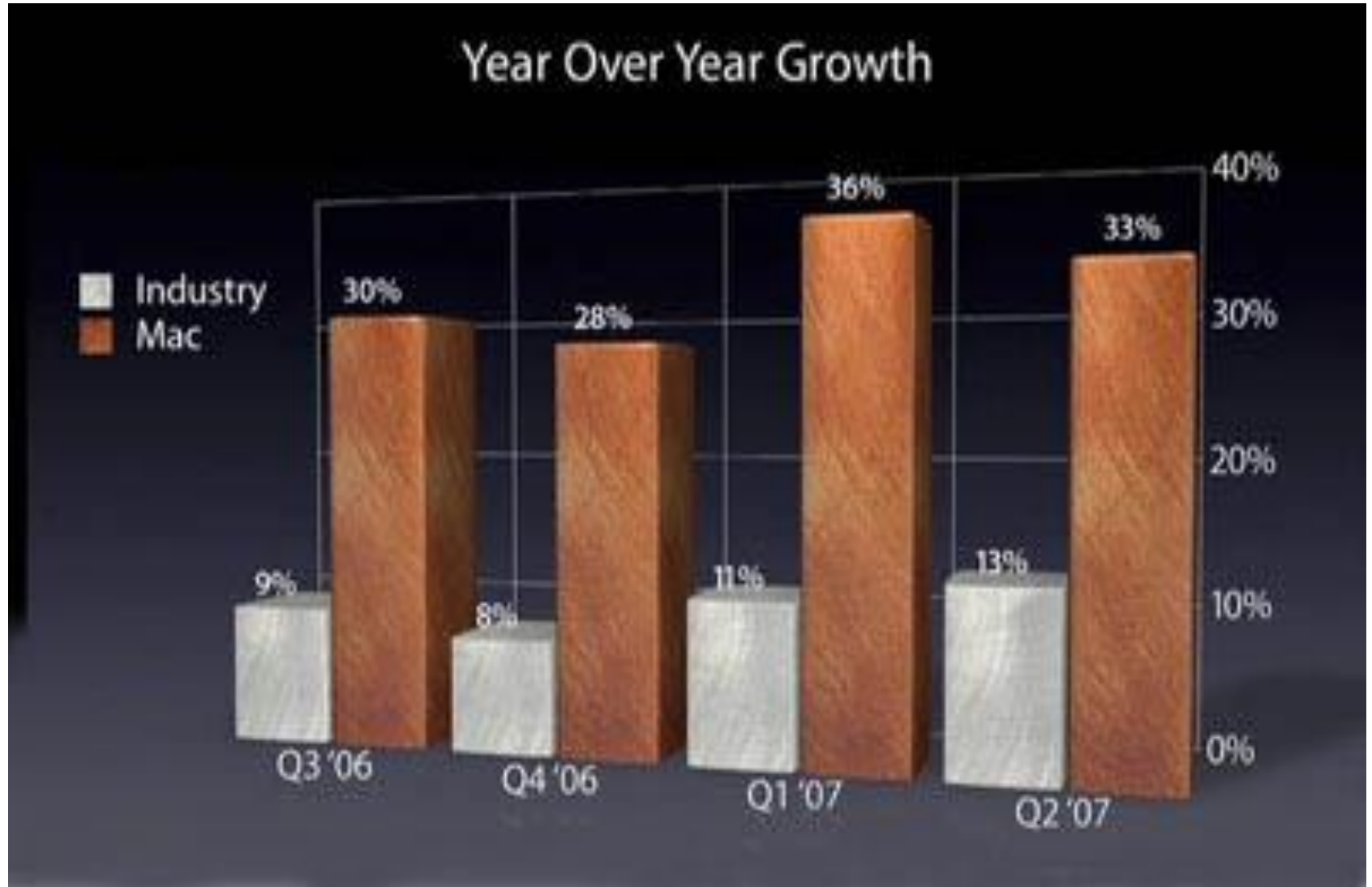
- Do not overload your **PPT slides**.
- They lack adequate display time.

# Unstructured PPt slide

## How Rivers Are Formed

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- Rivers start as very small streams and gradually get bigger as more and more water is added. Heavy rains and spring meltwater add so much water to some rivers that they overflow their banks and flood the surrounding landscape.
  - The water in rivers comes from many different sources. Rivers can begin in lakes or as springs that bubble up from underground. Other rivers start as rain or melting snow and ice high up in the mountains.
  - Most rivers flow quickly in the steeply sloping sections near their source. Fast moving water washes away gravel, sand and mud leaving a rocky bottom.
  - Rivers flowing over gently sloping ground begin to curve back and forth across the landscape. These are called meandering rivers.
  - Some rivers have lots of small channels that continually split and join. These are called braided rivers. Braided rivers are usually wide but shallow. They form on fairly steep slopes and where the river bank is easily eroded.
  - Many rivers have an estuary where they enter the ocean. An estuary is a section of river where fresh water and sea-water mix together. Tides cause water levels in estuaries to rise and fall.

# Structured PPt Slide



- Don't put too much in one slide. Ordinarily, it is good to mention only a few bullet points in one slide, and only a **few words in each line**.
- Read each slide silently and give as much time for each slide as at least you take to read one.

- **Colour combinations** are not unwelcome in PPt slides .

**Effective presentation requires an intelligent combination of creativity, language and data.**

Thank You!



# References

- Eye contact:  
<https://eye.keckmedicine.org/what-eye-contact-tell-us-political-candidates-others/>