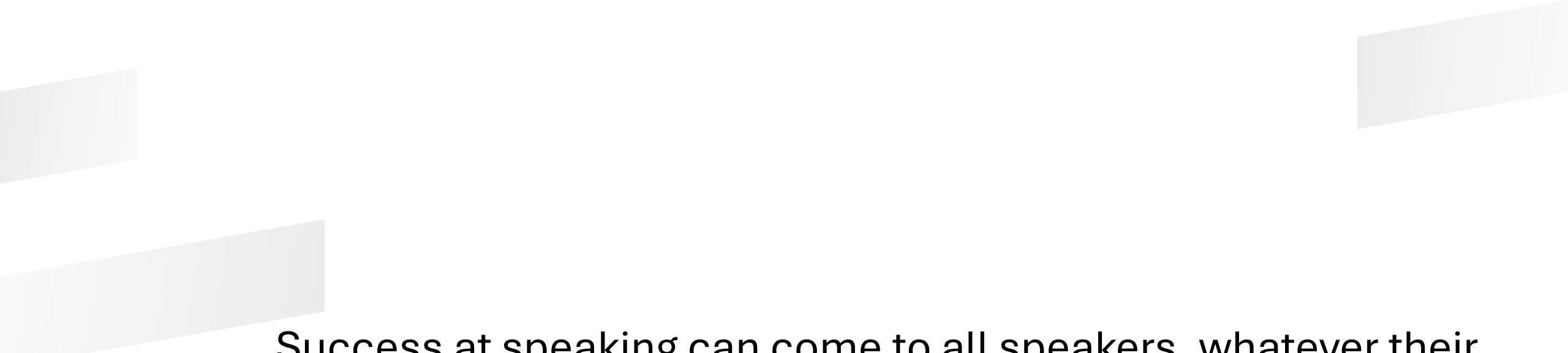


Presentation Skills



Success at speaking can come to all speakers, whatever their talent, if they follow the **3 Ps**:

Step 1: Prepare carefully.

Step 2: Practice often.

Step 3: Perform with enthusiasm.

Structuring your content

- Focus on the central message
- Avoid jargons
- Conclude powerfully with a take home message

Sample structure

- Title page
- An attention-grabber
- Outline
- Introduction / background
- Body / main part
- Summary / conclusion

Classification

Format	From informal question/answer sessions to formal speeches
Number of Presenters	From several-minute overviews to long sessions of an hour or more
Content	From a few highlights to detailed coverage

Make your Body language work for you

- Good posture
- Use of hand gestures
- Smile

Nervous? Just Slow Down

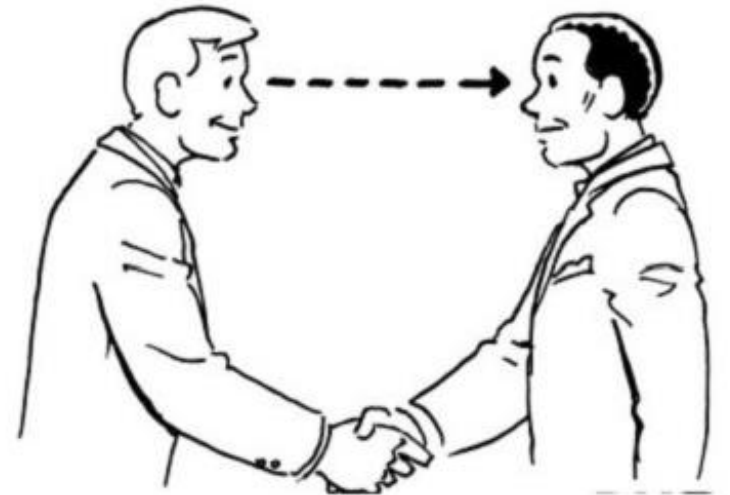
- Speak slowly
- Make yourself understood by others

Use of Space

Can Everyone See You?
Movement

Feel Confident from Inside

- Don't think too much about what people will think
- Don't keep practicing till the last moment for a meeting or presentation
- Talk to people there



Formal Dressing for Men

- For dress shirts, prefer plain and decent colours like light tones of blue and beige
- Wear black or dark coloured trousers matching with the socks
- The tie should be darker than the shirt and match with the suit.
- Do not pick ties with loud colours and patterns
- The belt should also match with the shoes.
- Also the metal of the buckle of a belt, tie bar and the cufflinks must coordinate.
- Cufflinks, tie bar and wrist watch add a more formal look to the dressing.

Formal Dressing for Women

- Choose small design prints or plain suits with decent and soft colour shades.
- Avoid sharp bright colours.
- Do not wear heavy jewelry.
- Avoid pencil heels. Wear coat shoes or sandals.
- Wear skin coloured socks if needed.



Presentation Guidelines

Presentation Guidelines

- Know Your Listeners
- Use the Preacher's Maxim: First you tell 'em what you're gonna tell 'em, then you tell 'em, and then you tell 'em what you told 'em.
- Stick to a Few Main Points
- Put Your Outline on Cards or Paper
- Practice, Practice, Practice
- Speak Vigorously and Deliberately
- Maintain Eye Contact

Presentation Guidelines

- Use Appropriate Gestures and Posture
- Avoid Filler Words (uhhhhh ... ya know ...OK ... well ... uh ... like ... I mean ... umm ...)
- Use Rhetorical Questions

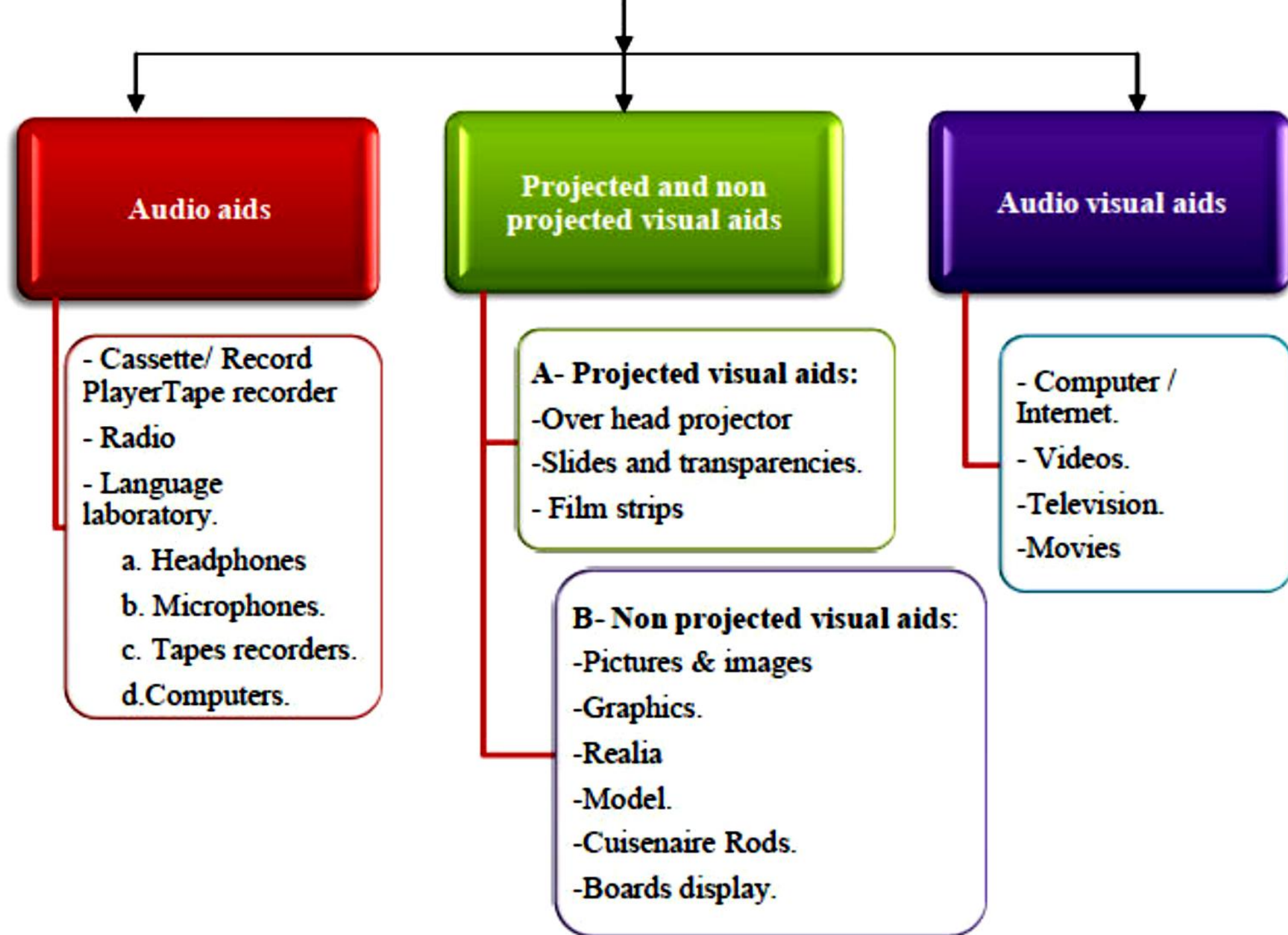
Sample Presentation Structure

- **Introduction:** “Last year, Jones Engineering had 56 percent more field accidents than the year before. This morning, I’ll examine a proposed safety plan that aims to solve this problem. My presentation will focus on three main benefits of the new plan: lower insurance premiums, less lost time from accidents, and better morale among the employees.”
- **Body:** “The final benefit of the new safety plan will be improved morale among the field workers at all our job sites.”
- **Conclusion:** “Jones Engineering can benefit from this new safety plan in three main ways....If Jones implements the new plan next month, I believe you will see a dramatic reduction in on-site accidents during the second half of the year.”

The Do's and the Don'ts

- Allow plenty of time to prepare your talk
- Practice!
- Know your audience
- Use appropriate graphics
- Clarity, clarity, clarity
- Keep your time
- Be personable in taking questions
- Enjoy and learn from your mistakes
- Don't put in too much material
- Don't waste time at the start
- Don't block the slides during the talk
- Avoid making distracting sounds
- Engage your audience

Audio-visual Aids



- Discover listener preferences
- Match the graphics to the content
- Consider alternatives to bulleted lists
- Use colors carefully
- Learn the tools available to you
- Leave graphics up long enough
- Use handouts when necessary
- Maintain eye contact while using graphics
- Plan for technology to fail

Text Guidelines

- Use Text Sparingly
- No more than 5 bullet points per slide
- Use READABLE fonts
- Use colour for emphasis
- Use contrasting background and text
- Check for spelling and grammatical errors
- Never use all capitals; harder to read

Media

- Use appropriate media elements
- Use readable graphs/tables
- Avoid using pictures/ sounds that distract
- Beware of copyrighted materials – mention sources
- Don't SAY it **SHOW** it

Handling Questions

- Paraphrase questions
 1. so that other people hear the question
 2. to check you understand the questions
- If you don't know the answer, say so.
- Offer to find out.
- Ask the audience.

Conflict Resolution

A listener who disagrees - try these responses:

- That is an interesting perspective
- Thanks for your input
- Let me think about that some more and get back to you
- I have several more ideas to share. We could talk about that point later, during a break

If you are confronted with a challenge

- Put it off until later
- Let the situation diffuse
- Give yourself some time to think about it
- Give the person time to cool off

Overcoming Nervousness

- Know your speech
- Prepare yourself physically
- Picture yourself giving a great presentation
- Arrange the room as you want it
- Have a glass of water nearby
- Engage in casual banter before the speech
- Remember that you are the expert
- Do not admit nervousness to the audience
- Slow down
- Join a speaking organization