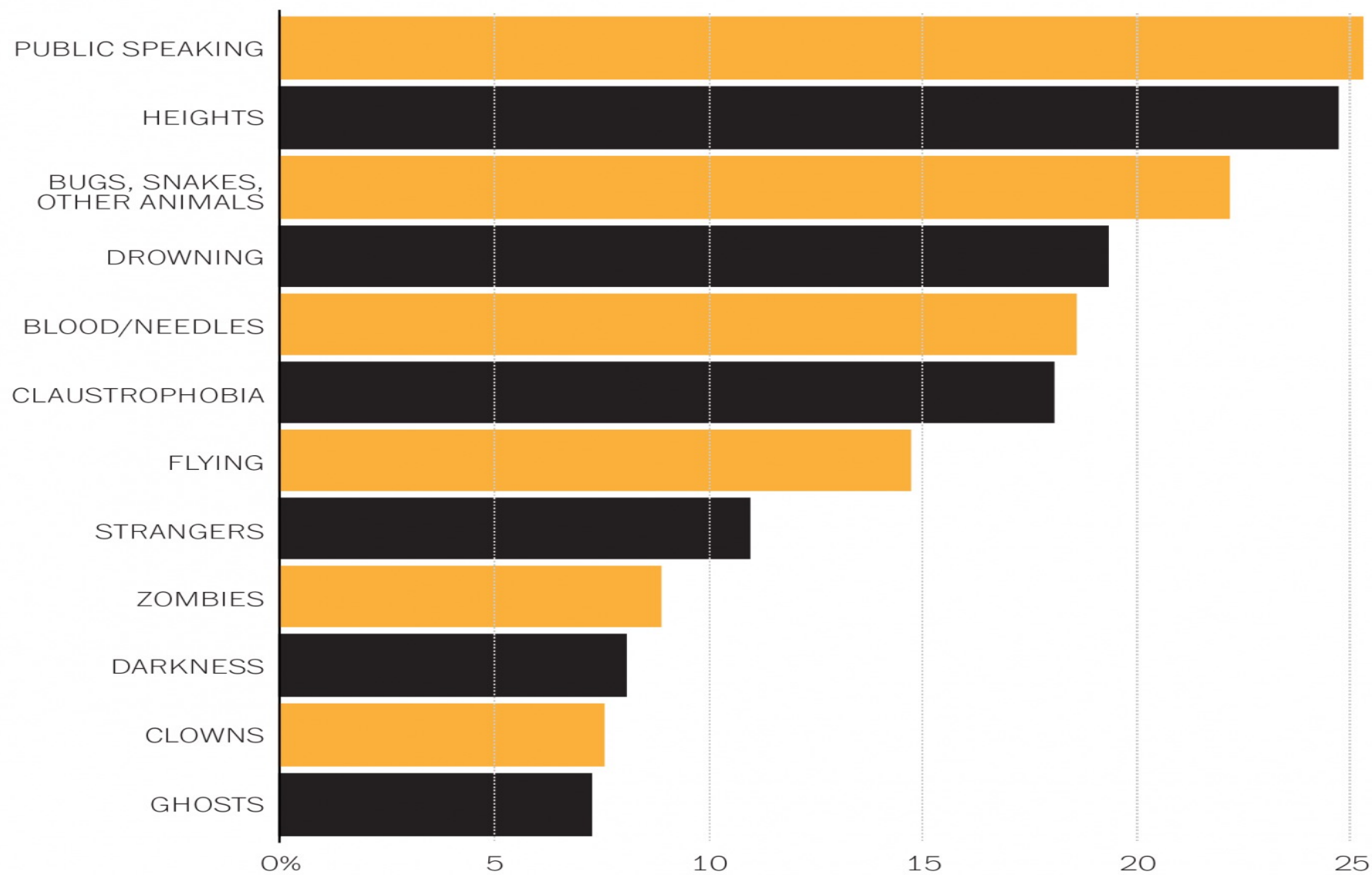


Presentation Skills

Padmashree Radhaswamy

What are you so afraid of?

% of Americans who say they fear...



"Many are ready to even die in battle, but few can face an assembly without nerves."

What traits in a speaker distract you?

What according to you are the traits of
a good speaker?

Why?

- The General Purpose
- The Specific Purpose

Why – The General Purpose

- To inform(Tell?)
- To persuade(Sell?)

Why – The Specific Purpose

- The result you want to achieve
 - State it clearly and precisely

Who?

- Who are they?
- How many will be there?
- Why are they coming?
- What do they know about the subject?
- Why are they interested in the subject?
- What is their relationship to you?

Who?

Questions/comments/objections	My responses

Who?

- Supportive
- Interested but Neutral
- Uninterested
- Worried
- Hostile

What?

- The Beginning
- The Middle
- The Ending

The Beginning

- Capture interest
 - Story/incident
 - Question with an answer
 - Quotation/proverb/sayings
 - Statistics
 - Joke/humour
 - Shocking statement
 - Audio/video
- Relate subject to the audience
- Give purpose
- Be brief

The Middle

- Have 3 or 4 main points
- Take 80% of the time
- Have signposts and summaries

The Ending

- Summarize main points
- Relate conclusion to them
- Don't present new ideas
- Be interesting
- Be brief

How?

- Key words
- Rehearsals

How - keywords

- Use index cards
- Only keywords
- Number cards
- Use colour coding

Rehearsals

- Run through presentation at least twice
- Check timing

Where and When

- **Where** – Things to take, Things to check
- **When** – Date, day and time

Where – Things to take

- Notes on the index cards
- Transparencies
- Handouts
- Pointer
- Markers
- Water
- Laptop
- Adapters
- Extension cord

Where – Things to check

- Projector
- Microphone
- Sound system

Language expressions

- Beginning
 - What I want to do this morning is...
 - My talk will take about an hour
 - I will be distributing handouts at the end
 - If you have any questions or comments you would like to make
 - During my presentation I would be focussing on four main points

Language expressions

- Asking questions
 - How can we solve this problem?
 - So what do we need to do?
 - Can anyone here tell us how much time they spend on the phone everyday?

Language expressions

- Future continuous
 - I'll be showing you...
 - I'll be talking about...
 - I'll be looking at...

Points to remember

- Make statistics meaningful
- Avoid jokes which offend audience
- Always tell the audience when they may ask questions
- Don't use formal presentations
- Make it conversational

Language expressions

- Dramatic expressions
 - So what we did was to begin to look at other ways
 - Basically what we are trying to do is
 - So what people have done is to....
 - We hope that you will find
 - We are not responsible for what people do
 - How can we reduce stress?

Visual Aids

- Simple
 - 6 phrases and each not more than 6 words
-
- Now I'd like to turn to
 - Have a look at this transparency
 - This shows the.....

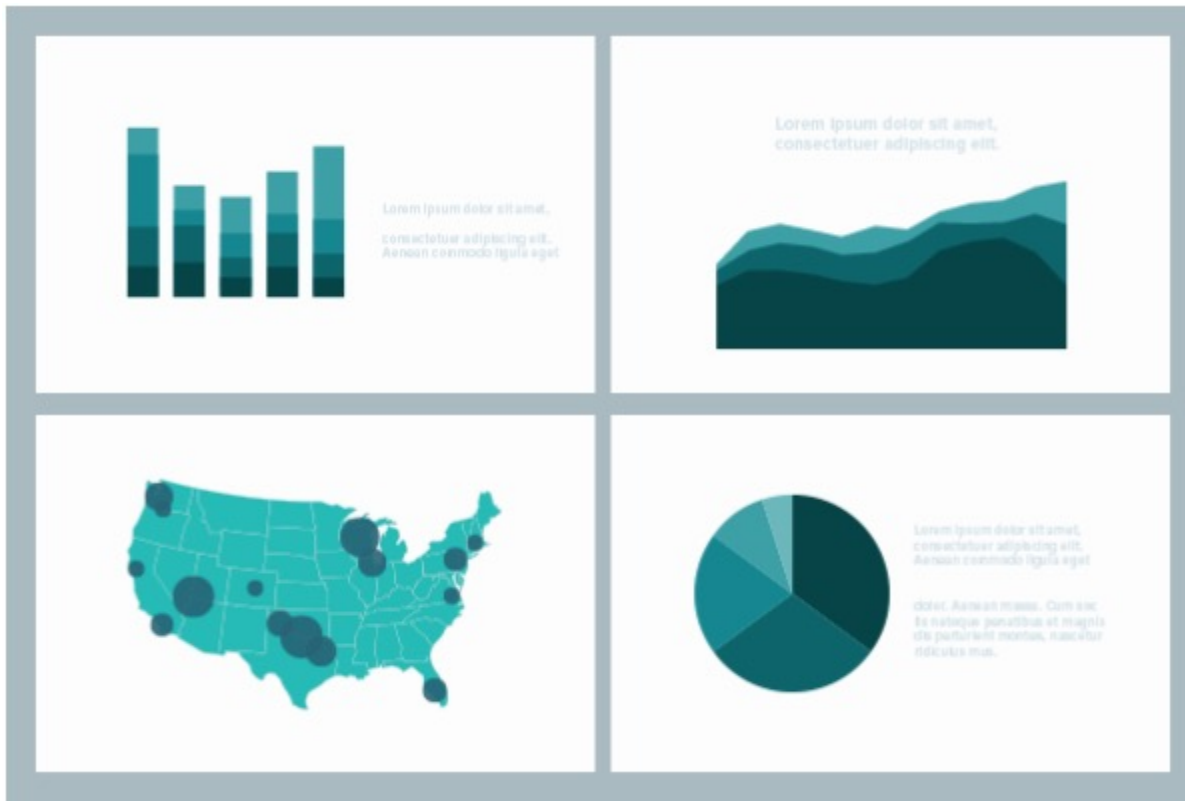
Body language

- Straight, feet apart, one foot forward
- Eye contact – lighthouse effect
- Hands – open arms
- Avoid – playing with pens, pointers, jingling money, avoiding eye contact

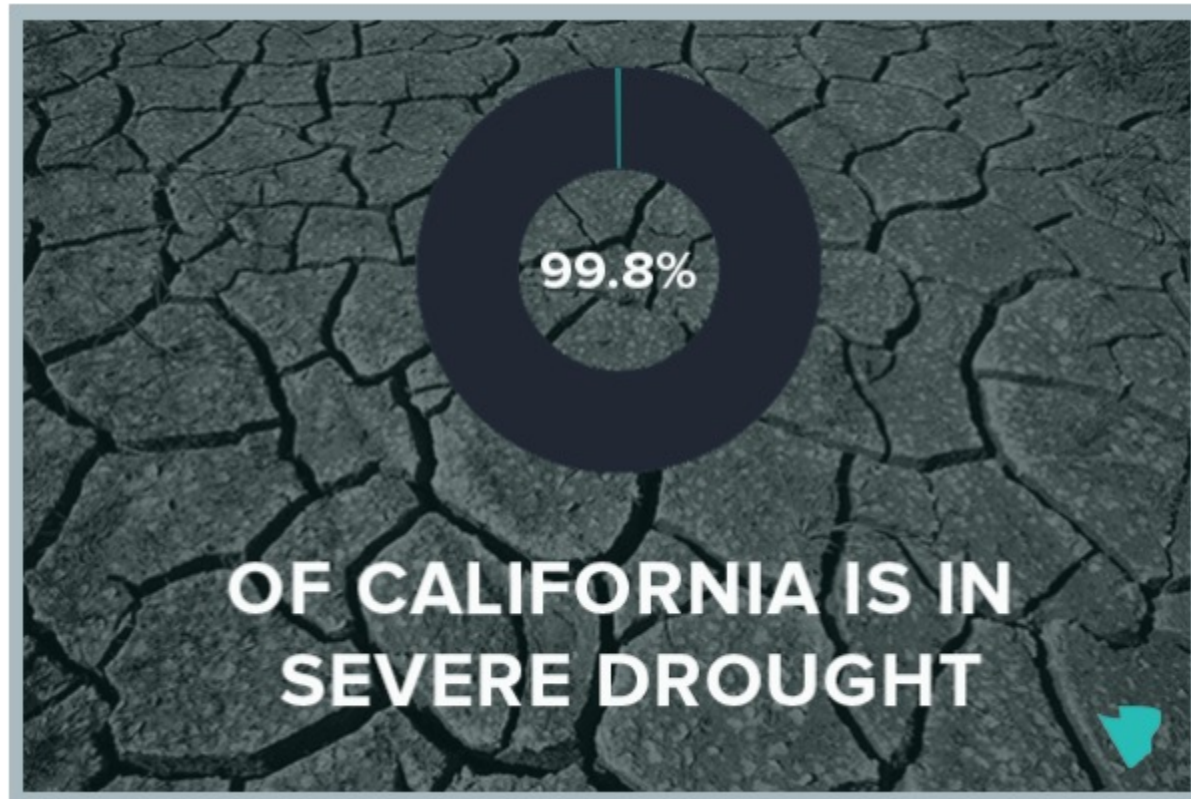
CHOOSE THE RIGHT TYPE OF CHART FOR YOUR DATA.



DON'T OVERWHELM VIEWERS WITH DATA.

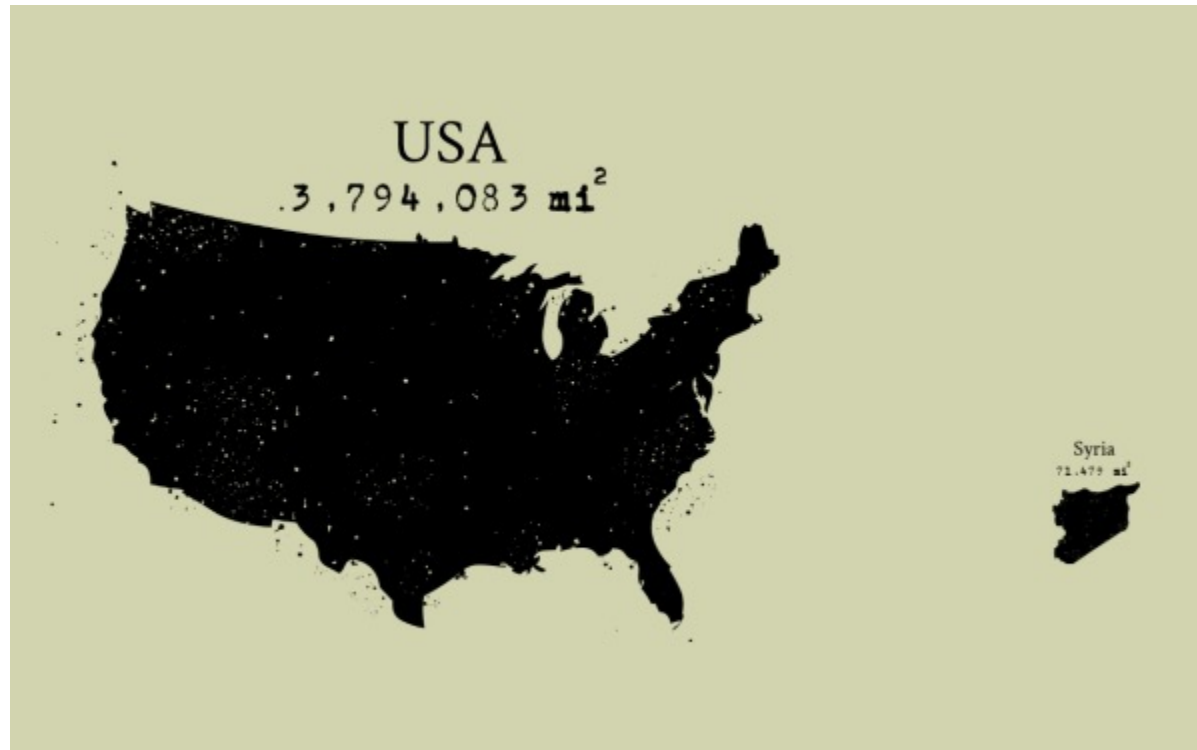


USE IMAGERY TO SUPPORT YOUR DATA'S MESSAGE.



Here, an image of a cracked desert highlights the message.

- Bold images of the United States and Syria illustrate the size difference between the two countries much more effectively than numbers alone could.

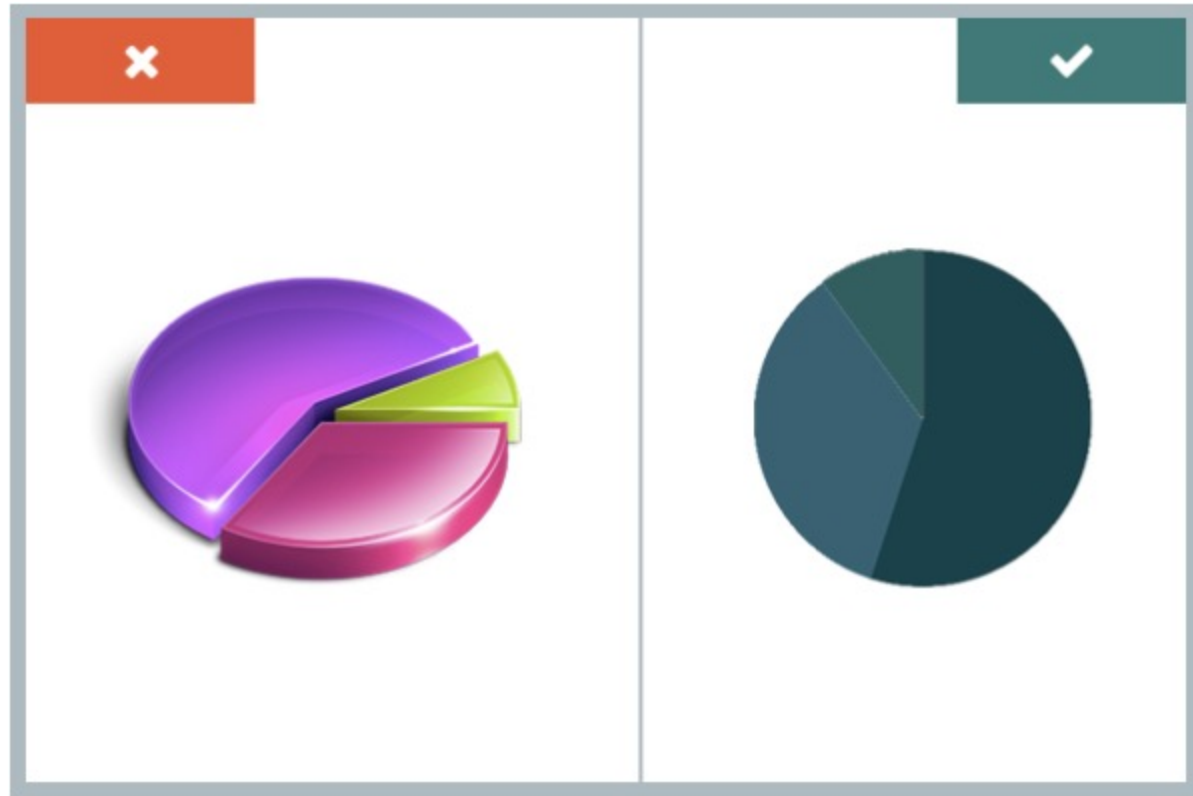


ALLOW FOR EASY COMPARISON



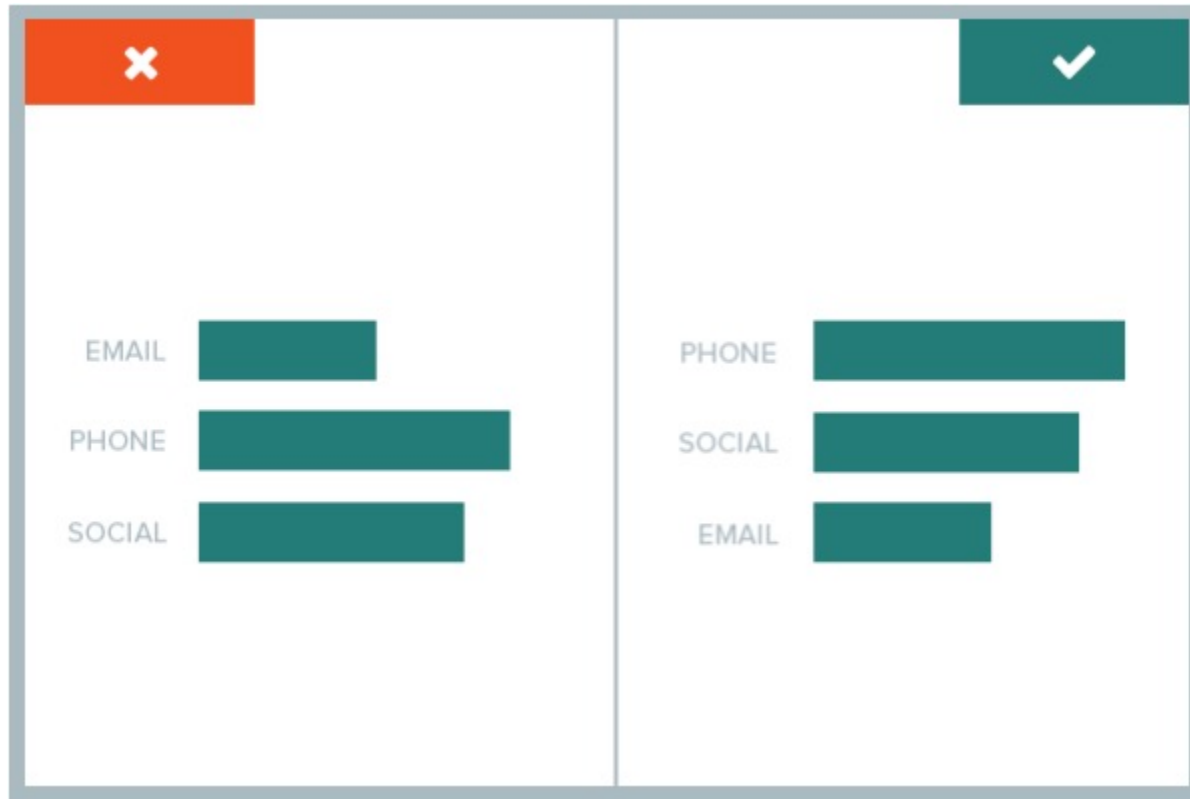
- Showing the relationships between different data points makes each point much more valuable

DON'T SKEW DATA WITH DESIGN.



- Be wary of visualizations that can actually deceive the eye, like 3D charts or odd shapes. Good design should add clarity, not inhibit it

ORDER DATA SETS USING A LOGICAL HIERARCHY



- Present data alphabetically, sequentially, or by value to allow for more natural navigation

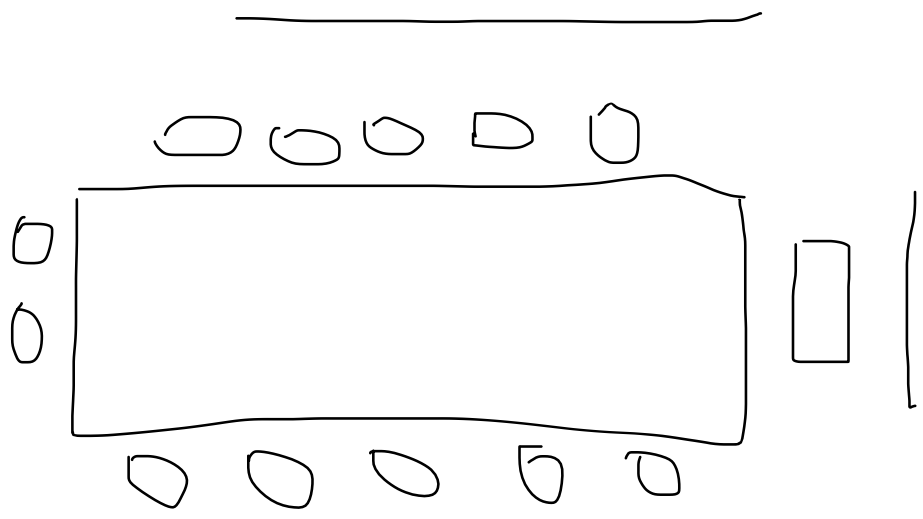
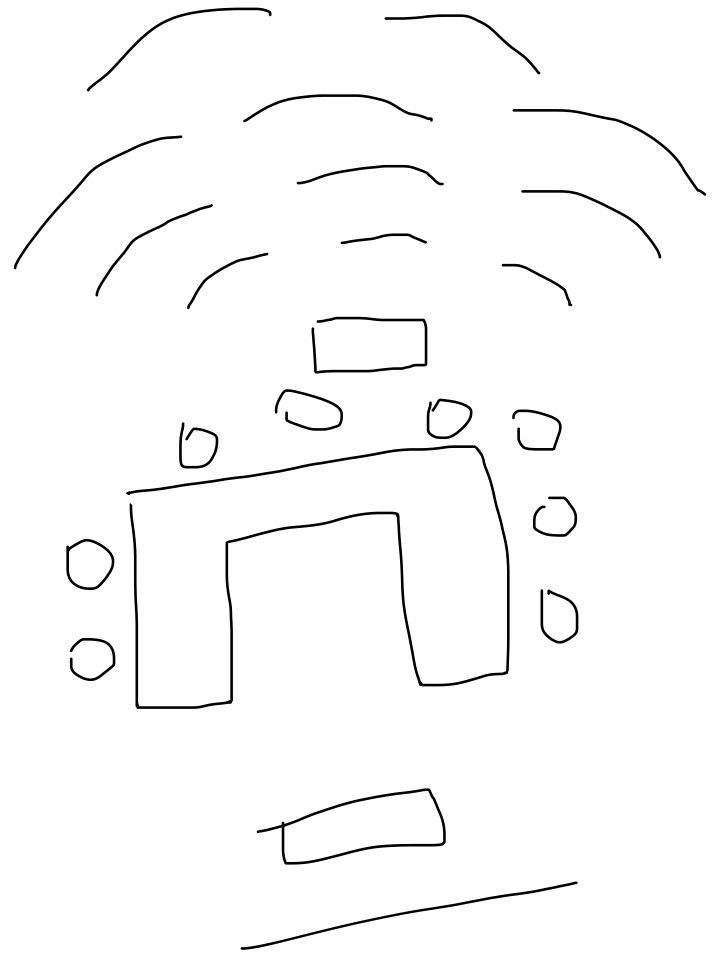
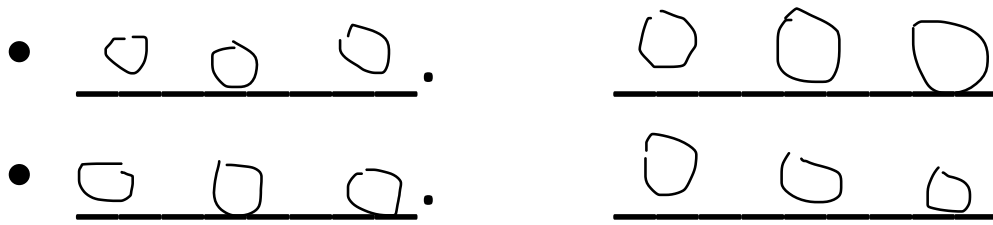
KEEP IT SIMPLE

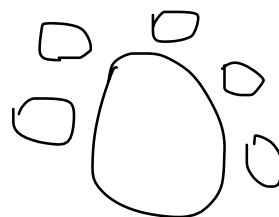
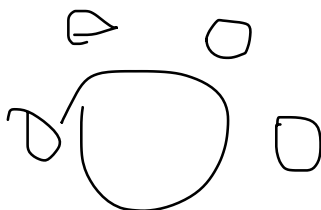
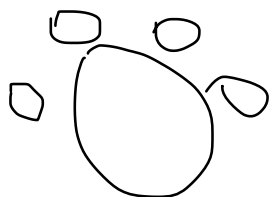
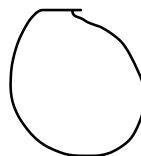
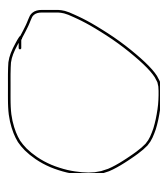
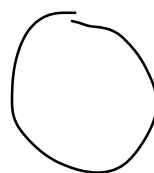
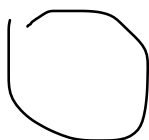
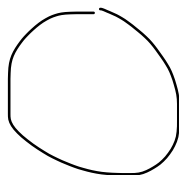


- While clean visuals can help comprehension, unnecessary elements can detract. Avoid illustrations, drop shadows, or ornamentations that serve to distract from the data's message

Seating styles

- Classroom or theatre
- Conference table
- Horseshoe
- Cafe





Presentation Flow

- Tell them what you are going to tell them
- Tell them
- Tell them what you told them

Thank you!