**CHART M8 PRESENTATION ACTION POINTS**

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| **PREPARING FOR PRESENTATION**  1. DECIDE YOUR OBJECTIVES  2. RESEARCH YOUR AUDIENCE  3. ASSEMBLE YOUR MATERIAL  4. ORGANISE YOUR MATERIAL  5. WRITE A ROUGH DRAFT  6. EDIT YOUR DRAFT  7. SELECT YOUR PROMPTS  8. SELECT VISUAL AIDS  9. CHECK OUT THE VENUE  10. REHEARSE, REHEARSE AND  REHEARSE | **DELIVERING PRESENTATION**  1. REMEMBER YOUR OBJECTIVES  2. CHOOSE THE RIGHT STYLE  3. STATE YOUR OBJECTIVES  4. ESTABLISH YOUR CREDENTIALS  5. USE POSITIVE BODY LANGUAGE  6. BUILD RAPPORT WITH AUDIENCE  7. FACE UP TO THE UNEXPECTED  8. IMPROVE WHERE NECESSARY  9. IF YOU CAN INTRODUCE HUMOUR  10. CONCLUDE THE PRESENTATION |

MODULE M8 PRESENTATION

**1. Rationale**

* Business reports are often presented verbally
* You must be able to persuade people by the power of your argument.

**2. Definition**

* Presenting the results of your project for 20 minutes
* 10 minutes with PowerPoint slides
* 10 minutes questions and answers.

**3. Advantages**

* You can demonstrate your enthusiasm
* Oral is potentially two way communication
* Busy managers have less time to read.

**4. Action Points**

* **Personal Appearance:** Conformity of dress, grooming and accessories to conventional business practise.
* **Voice and expression:** Clarity, audibility, fluency, correctness of expression and use of language.
* **Use of material/content:** Substance of content, logic of progression, structure, quality of argument, conviction and persuasion. This element is heavily weighted.
* **Visual aids and material:** Appropriateness, design and use of visual aids, selection and use of other illustrative or display material where appropriate.
* **Audience Relationship:** Concern for listener, rapport and communication, responsiveness.
* **Defence:** Ability to absorb and handle questions and queries, and to comment on points made by audience.

**5. Do’s and Don’ts**

* Do rehearse and rehearse and rehearse
* Don’t read out your speech
* Do have good visual aids.

**6. Thought Provoking Questions**

* What key topics do I want to get across?
* What questions will they ask?

**7. Best Sources for Help**

* Your tutor
* Your group
* An experienced manager.