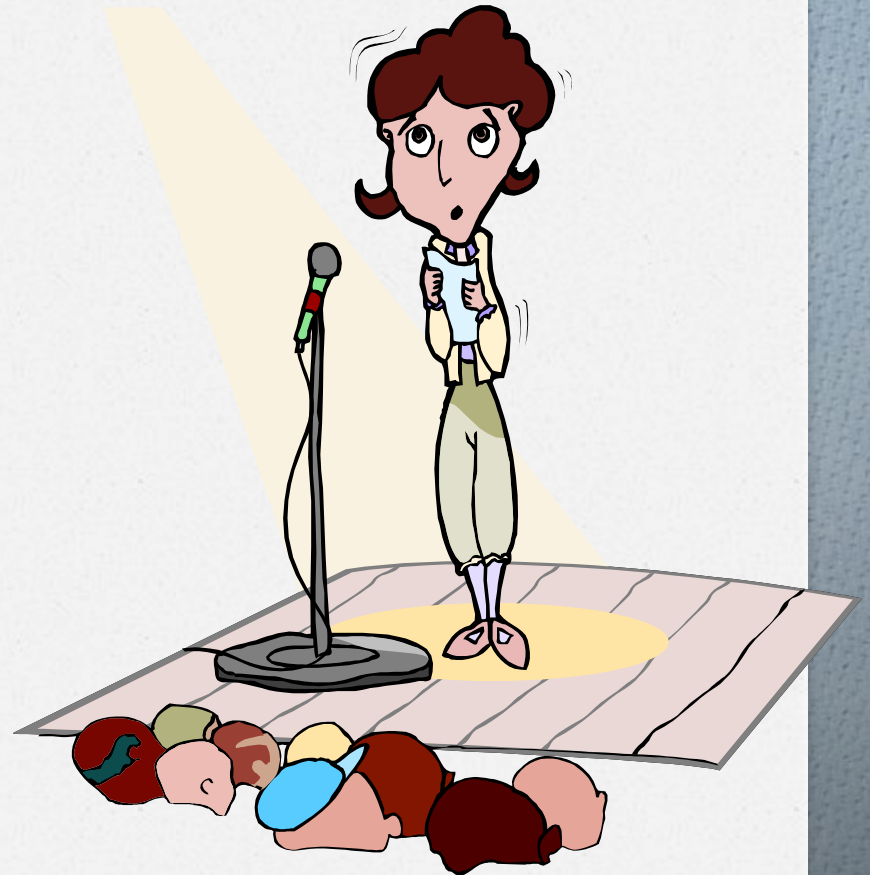




Presentation Skills

“After violent death, most people fear public speaking more than anything else in life”

People Management
April 2002



Planning

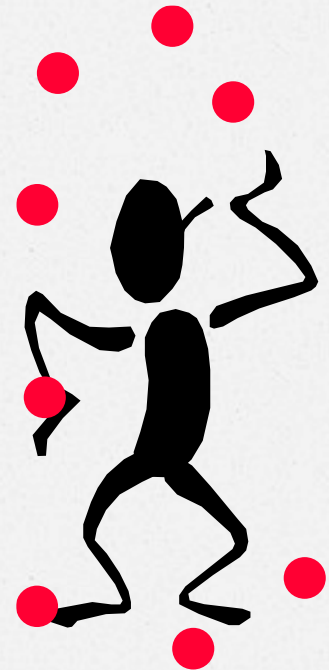
- o Why are you doing the talk? Be clear about your purpose
- o Find out how big your audience is likely to be & what sort of group
- o Make notes about your subject
- o Don't write your talk word for word
- o Use small pieces of paper and number them
- o Powerpoint has a notes & timing feature which may help
- o Time your talk & practice it
- o Then practice it again

Think of *Threes*

- o Tell people what you're going to say - *Introduction*
- o Tell them - *Contents*
- o Tell them what you've said – *Summary/Conclusion*

Techniques

- o **Pace** of delivery
- o Vary **style**
- o **Move** about
- o Vary **pitch**
- o Use **notes**
- o Avoid **annoying** habits
- o Use **props**, but don't overdo it



Techniques – teaching aids

- o Flip chart for diagrams, pictures, key points
- o Powerpoint – prepare in advance
- o Demonstration - get your audience involved

Do's



- o Take a **deep breath**
- o Speak clearly – **introduce yourself**
- o Make small cards to remind yourself of **topics** (number them!)
- o Be aware of where your **audience** is - are you facing all of them?
- o **Smile**, have fun
- o **Be yourself** and project your personality
- o Remember - **The audience is on your side!**

Don'ts



- o **Rush** what you're trying to say – SLOW DOWN
- o **Read off** a sheet of paper word for word
- o **Fiddle** with things - its irritating!
- o Use inappropriate **language** for your audience
- o **Panic**

In Summary...

- o Most talks go according to plan
- o But, you must actually plan unless you are very experienced
- o You have the support of your audience
- o Most common mistakes are avoidable
- o The world won't end if it does go wrong – just correct yourself and carry on

Example 1

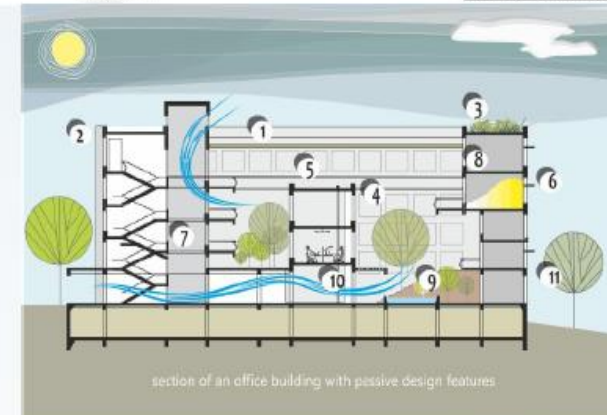
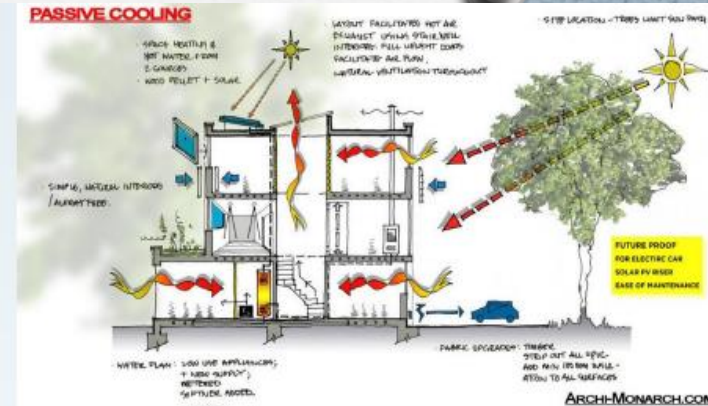
Environmental

Passive Design

Passive design approach in building construction

- Building orientation
- Window placement
- Skylight installation
- Insulation and building materials
- Specific elements of a building

In CIC-ZCP, the various passive design measures lead to **20% energy saving** compared to a similar building of the current standard design. [Please click here for more details.](#)



Example 2

Economic Dimension

Catalytic direct benefits:
Direct contribution of aviation-related tourism & trade

Value Added (HK\$ Millions)			2008	2030
Catalytic Benefits	Tourism	Value added	10,272	18,273
		Share of GDP	0.61%	0.50%
	Trade	Value added	61,588	146,555
		Share of GDP	3.67%	4.02%

Employment (Persons)			2008	2030
Catalytic Benefits	Tourism	Employment	32,116	62,917
		% of labor force	0.88%	1.63%
	Trade	Employment	78,402	218,574
		% of labor force	2.16%	5.68%



Example 3

Milestones

- Penny's Bay reclamation
- Contracts and agreements
- Flight regulations and no mooring regulations

**The beginning
of 2000**

2



Construction of the
Hong Kong Disneyland
Resort begins
2003.1

4

- The MTR "Disney Line" officially opened
- Inspiration Lake officially opened

2015.8

6



1

1991.11

Reached an agreement
with Walt Disney Company

3

2001.10

Infrastructure
construction begins

5

2014.1

Recruitment of
park staffs begins

7

2005.12

Grand opening of HKDL



Presenting without Fear

- Prepare
- Remember Audience
- Practice
- Use public speaking techniques
- Take a deep breath



Prepare

- Look at the presentation requirements
- Write brief notes on notecards
- Work on your visual
- Pick an outfit you feel comfortable in



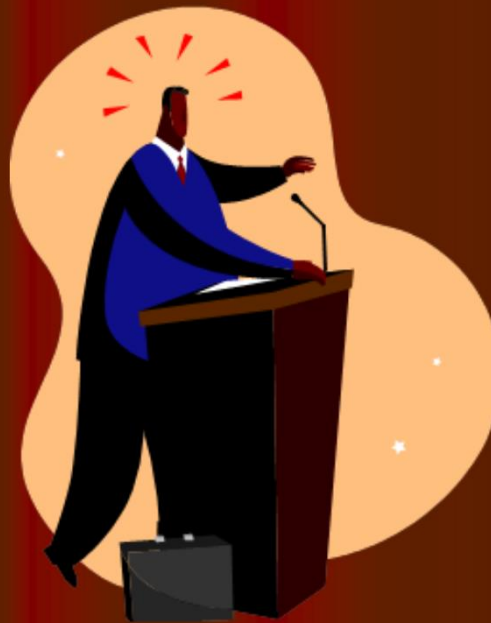
Practice

- Do your presentation for a friend, a family member, or in front of a mirror.
- Time yourself



Public Speaking Techniques

- Voice
- Body Language
- Content



Voice

- Loud
- Clear
- Slow
- Animated



Public Speaking

The more you do it,
the easier it gets
and the less scared you'll be



PUBLIC SPEAKING

You Can Do It!

