

## **Presentation Techniques**

The best way to enliven and capture the interest of an audience during a seminar or a lecture is to use audio or visual aids. Computer education has made it even easier as this provides us with the techniques combining audio and visual inputs in the form of power point presentations and short films. However it is not enough to load all the information we have into innumerable (numerous) slides and attempt to convince the people who have gathered to listen.

### **Tips for presentation**

#### **Stages of Preparation**

1. Selecting the topic    Know your audience, be sure you know who you are addressing, Choose a topic that will interest them and one that interests you as well!!
2. Collecting relevant data – and organizing it in proper sequence
3. Preparing slides based on data –not too many slides!! Just enough to make sure you do not omit (neglect) the main points.
4. Practicing the presentation – Speech, Voice, Tone, intonation (accent), body language etc.
5. Delivery

#### **Slide preparation**

1. Do not crowd your slides with words –have a maximum of 5 lines, lengthy sentences should be avoided.
2. Use simple, clear fonts and the size should be big enough to be viewed by the last row in the audience.
3. Do not use too many colours    three colours can be maintained for the entire presentation.
4. Pictures and diagrams should be well chosen    clarity and neatness should be the main criteria.
5. Practice your talk along with the power point presentation keeping to allotted time.

#### **Delivery**

1. Body language is all important –from the moment the speaker walks up to the stage till he leaves.
2. Start with a greeting (salutation, welcoming).
3. Introduce your topic; you could touch upon the main headings of your presentation.
4. Get started with a joke, anecdote (story, sketch), proverb or a question.
5. Divide your speech into three parts and highlight the important points of each part, taking the help of the slides, to make sure you do not forget any.
6. Close your speech with a good concluding statement.
7. Never forget to ask if the audience has any questions to ask.  
(Answer those you know and for the others say that you would look into that particular area.)
8. Close