

Presentation Preparation Skills





- **Many people feel terrified when asked to talk in public, especially to bigger groups.**
- **However, these fears can be reduced by good preparation, which will also lay the groundwork for making an effective presentation.**

Think about the best/ worst presentation you have seen yet.

- ☐ What's the difference?
- ☐ What made the good ones good and the bad ones bad from your point of view?
- ☐ What are the elements of a good presentation, including visuals (if any), preparation, delivery, etc.
- ☐ What was happening during the presentations that you identified as 'bad'?"

Good

i.

ii.

Bad

i.

ii.



Types of Professional Presentation

- **Briefings:** concise summary of an issue, proposal, or problem.
- **Reports:** progress, status, convention.
- **Podcasts:** prerecorded audio clip delivered online.
- **Virtual Presentations:** used when collaborating remotely.
- **Webinars:** Web-based presentation, lecture, workshop, or seminar.

The Stages in Preparing and Organizing Oral Presentations

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**Identify
your
purpose**



**Identify
your
Audience**



**Organise
the content
for a
powerful
Impact**



**Build
Audience
Rapport
Like a Pro**



**Planning
Visual Aids
and
Multimedia
presentation**

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**Designing an
Impressive
Multimedia
Presentations**



**Polishing
your delivery
and
Following up**



**Nine
techniques for
gaining and
keeping
audience
attention**



**How to avoid
stage fright**



**Checklist for
preparing and
organizing
oral
presentation**



**What do you
want to
accomplish?**

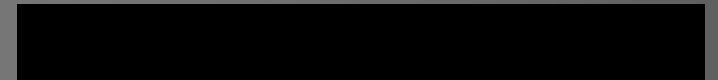


**What do
you want
your
listeners to
remember
or do?**



**Decide what
you want your
audience to
believe,
remember, or
do when you
finish.**

**Identify
Your
Purpose**



In short, think about the
topic and your aim
behind speaking!





“

*The success of your
presentation will be
judged not by the
knowledge you send but by
what the listener receives.*

Lilly Walters.

Stages of Presentation Preparation

The preparation stage of a presentation is a **PROCESS** consisting of different steps.

1. **Understanding topic**

2. **Objective/Aim/Purpose of the presentation:**

- a. General Purpose
- b. Specific Purpose

A. General Purpose:

- To inform
- To persuade
- To entertain
- To create awareness
- To demonstrate
- To motivate audiences to take a particular action
- To inspire
- To explain and convince

B. Specific Purpose

- After clearly identifying the general purpose, the presenter should work out the outcome that he/she wishes to achieve at the end of the presentation. This can be termed as the specific purpose of the presentation. For example, some of the outcomes which can be expected at the end of the presentation are
 - The audiences will have the required background information about a topic for future research
 - The audience will acknowledge the validity of the speaker's claims and opinions
 - The audiences will support the presenter on a particular issue
 - The audience will fully understand the details of a topic or subject, etc

EXERCISE:

For the given topics, determine the purpose (both general and specific) and develop a central idea for a presentation.

- I. Global Warming
- II. Should Fast Food be banned?
- III. Ancient Greek Civilization
- IV. Project(Develop a Game) for Computer Programming Course
- V. Importance of Unity and Discipline for the Progress of a Country

3. AUDIENCE ANALYSIS

AUDIENCE PROFILE QUESTIONS

Who are they?

How many will be there?

What is their educational background?

What religious and cultural background will the majority possess?

What age group do you expect to encounter?

What do they know about your subject?

What background knowledge do you expect them to have about your topic?

What do you think they would be expecting from your presentation? Put yourself in their shoes and think?



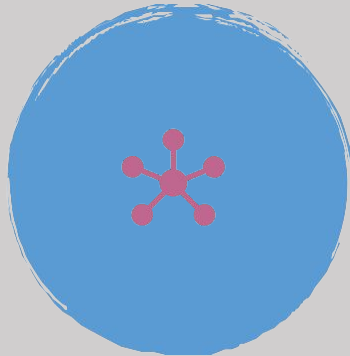
Friendly

**They like you and
your topic**



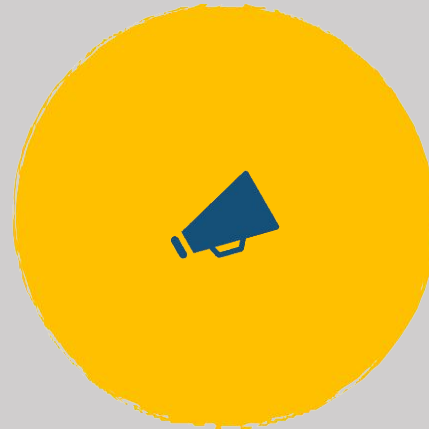
Neutral

**They are calm and
rational**



Uninterested

**They maybe there against
their will or short
attention span**



Hostile

**They want to take charge and
ridicule the speaker, they maybe
defensive or emotional**

Types of Audience

EXERCISE:

For the given topics, make an audience profile:

- I. Project Game Development for Computer Programming Course
- II. Explaining how to use a Software to your clients



Make sure you don't get this response from your audience. Better to carry out a short research on them, so that they enjoy and make the most of your presentation.

4. Context Analysis

5. Time allotted

6. Planning content

I. Generate content

II. Review ideas and Organize

III. Create an outline

TOPIC:

OBJECTIVE: a. GENERAL:
b. SPECIFIC:

AUDIENCE: CONTEXT:

TIME: INTRODUCTION: CENTRAL IDEA:

MAIN BODY:

SUB-TOPIC/MAJOR POINT 1:

SUPPORTING POINTS:

SUB-TOPIC/MAJOR POINT 2:

SUPPORTING POINTS:

SUB-TOPIC/MAJOR POINT 3:

SUPPORTING POINTS:

CONCLUSION:

Sample outline

TOPIC: Industrial Revolution (IR)

OBJECTIVE: a. GENERAL: To inform

b. SPECIFIC: At the end, listeners will know the basic details of

IR. AUDIENCE: Classmates and Teacher

CONTEXT: Classroom, Educational

TIME: 20 minutes

INTRODUCTION: CENTRAL IDEA: To provide information about IR

MAIN BODY:

SUB-TOPIC/MAJOR POINT 1: Definition of IR

SUPPORTING POINTS:

Wikipedia and regular dictionaries

SUB-TOPIC/MAJOR POINT 2: Effects of IR on society

SUPPORTING POINTS:

1. Effects on social classes
2. Effects on standard of living
3. Effects on agriculture

SUB-TOPIC/MAJOR POINT 3: Origins of IR

SUPPORTING POINTS:

1. Agricultural Revolution
2. Growth of foreign trade for manufactured goods
3. Successful wars and foreign conquest

CONCLUSION: