



Effective Presentations Skills

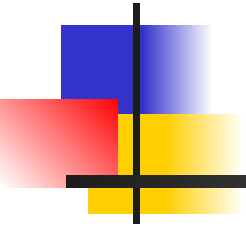
Presentation Delivery Skills



Agenda

- Introduction
- Planning Your Presentation
- The Presentation Sequence
- Creating Effective Visual Aids
- ***Presentation Techniques***
- ***Practice***

"Great speakers aren't born,
they are trained."



Presenting is a Skill...
Developed through experience
and training.

Source: <http://www.hplearningcenter.com>



#1 Fear



- Feared More Than Death!
- THE FACTS: Shaky hands, blushing cheeks, memory loss, nausea, and knocking knees
- NORMAL!





Causes of the Anxiety

- Fear of the Unknown OR Loss of Control
- Fight or Flight Mode
- No Backup Plan
- No Enthusiasm For Subject
- Focus of Attention



Definitions

Presentation

- “Something set forth to an audience for the attention of the mind ”

Effective

- “...producing a desired result”

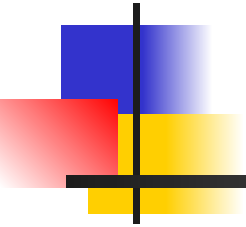
Source: <http://www.merriam-webster.com>



Effective Presentations

- Control Anxiety – Don't Fight It
- Audience Centered
- Accomplishes Objective
- Fun For Audience
- Fun For You
- Conducted Within Time Frame

Part 4: Effective Presentation Techniques





Presentation Style

3 Elements

1. Vocal Techniques

- Loudness
- Pitch
- Rate
- Pause

■ Deviations From the Norm for Emphasis



Presentation Style (con't)

3 Elements

2. Body Language

- Eye Contact, Gestures, Posture

3. Use of Space

- Can Everyone See You?
- Movement



Common Problems

- Verbal fillers
 - “Um”, “uh”, “like”
 - Any unrelated word or phrase
- Swaying, rocking, and pacing
- Hands in pockets
- Lip smacking
- Fidgeting
- Failure to be audience-centered

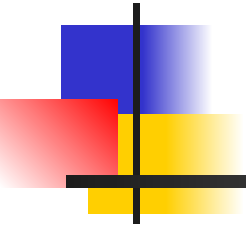


5 Presentation Tips

1. Smile
2. Breathe
3. Water
4. Notes
5. Finish On Or Under Time

Part 5:

Creating Effective Visual Aids





Visual Aids

- Enhance Understanding
- Add Variety
- Support Claims
- Lasting Impact

Used Poorly...A Distraction...Ineffective
Presentation



Visual Aids Should...

- Supplement presentation
- Outline of main points
- Serve audience's needs, not speaker's
- Simple and clear



The Purpose of Using Visual Aids

- Visual aids support your ideas and improve audience comprehension of your presentation
- Visual aids add variety to your presentation by giving the audience a break from listening and letting them see something
- Visual aids help illustrate complex ideas or concepts and are helpful in reinforcing your ideas



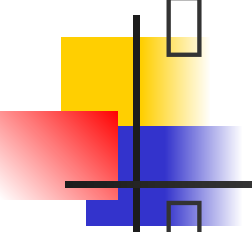
Visual Aids

- Improve comprehension
- Add variety
- Illustrate complex ideas



Be Visible

- Titles should be 38-44 pt. font size
- Text should be 28 pt font size
- Use color wisely
 - Contrasting colors

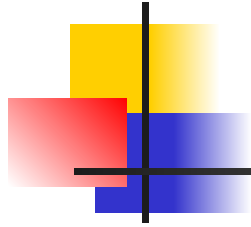


- Use simple or no background in presentation materials

- Keep your presentation materials simple.

- Use colors that provide adequate contrast and make it easier to read

- **For example**, use dark letters on a light background; and do not use light letters on a light background or dark letters on a dark background. It is better to use black or dark blue letters on a white background.



-
- ✓ Ensure images are legible from the last row of the room and convey the intended content
 - ✓ Ensure animations or transitions don't distract
 - ✓ Ensure chart scales don't mislead



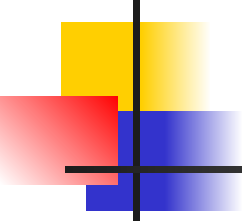
Proofread and spell-check



When using the board or flip charts, write large text and in a logical flow



When writing on the board or flip charts, write from left to right and from top to bottom, so the audience can follow the logical flow of information.



After designing and developing the presentation, it is important to rehearse it for time, flow, impact, etc., before delivering it.



- It is a good idea to record your delivery using a portable voice recorder and analyze it for clarity, pace, fillers (such as "umm," "ahh") and sentence starters (such as "like," "basically," "you know," etc).
- Make sure you are familiar with the delivery technologies, and if you have advanced access to the presentation location, load the presentation on the chosen technologies and test it.



- Dress appropriately

- Arrive early

- Meet the moderator

- Decide how to handle audience questions

- Have a plan if the technology fails



- ☐ Greet the audience

- ☐ Load your visuals before your allotted presentation time

- ☐ Smile

- ☐ Don't eat or chew gum

- ☐ Take a deep breath

- ☐ Speak clearly

- ☐ Speak at an even pace



Things not to do during the question and answer period:

- Shuffling papers or technology and not making eye contact with the questioner
- Belittling the questioner
- Not taking questions in the sequence they are asked, but focusing on certain people or a side of the room



Asking good questions

If you are in the audience, know also how to ask good questions **to indicate that you are following the presentation.**

You can ask some general questions about any topic, and you may be genuinely curious about some thing presented.

- ☐ What were the most challenging aspects, or what surprised you the most, in conducting this project?
- ☐ Why did you choose this particular methodology or argument instead of another one?



Asking good questions

- ☐ How did you collect the data? Were there any problems in collecting data? What was the sample size?
- ☐ How did you validate your work? Did you validate with a real problem or situation?
- ☐ What are some of the limitations of your work?
- ☐ What recommendations do you have for further exploration in this project?

Presentation Preparation Checklist



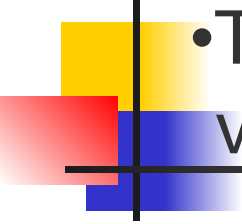
Logistics

- Time available for the presentation
- Type of audience (faculty, students, client, etc.)
- Type of attire to wear
- Impact of the presentation (e.g. evaluated for a grade)
- Location of the presentation
- Delivery technologies available for the presentation
- Present alone, or as part of a team or panel
- Prepare handouts to distribute to audience members or not

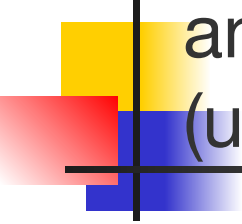


Preparation and Design

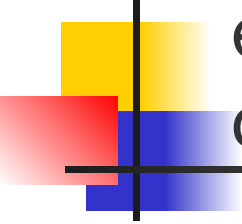
- Purpose of the presentation – inform, persuade, entertain, honor, educate, etc.
- The presentation has an outline
- The presentation has a beginning, middle, and end
- The opening statement attracts the audience's attention
- The main points of sections have an order – chronological, causal, spatial, topical, problem-solution, etc.

- 
- Type of audio-visuals to use – slides, audio, video clips, real or scaled objects, etc.
-

- Background of slides is simple and not distracting
- Font size (headings at least 28 pts and bullets at least 24 pts) – large enough to read from the last row of the room
- Style of titles of slides are distinguishable from bullet points
- Each slide has no more than 5 to 7 bullet points

- 
- Each bullet point is not more than 2 to 3 lines, and are phrases but not complete sentences (unless it is a quote or a definition)
-

- Titles and bullet points are consistent in font size throughout the presentation
- Color contrast between background and bullet points is appropriate
- Slides do not have inappropriate or unnecessary graphics or clip art
- Presentation material has been proof-read and spell-checked thoroughly

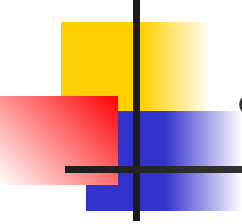
- 
- Content (text, quotes, figures, tables) from external sources include in-text citations and corresponding references at the end
-

- Sound system is adequate to listen to the video or audio clips, if any, included in the presentation
- Screen size and resolution are adequate for viewing video clips
- Presentation has been rehearsed, and timing is adequate for the allotted duration
- Coordinated with other presenters, if it is a team or panel presentation



Delivery

- Any planned interactions with the audience have been rehearsed
- The pace of delivery is consistent for all the sections of the presentation
- There are no unnecessary fillers or sentence starters in the delivery
- Delivery technologies have been checked and work properly

- 
- **Gestures**, eye contact, and body language are appropriate for the presentation
 - **Prepared responses** for anticipated questions are appropriate
 - **A prepared conclusion** ends the presentation appropriately and does not end it abruptly
 - **The attire** chosen to wear for the presentation is appropriate for the presentation context
 - Any **demonstration** of software has been **verified in advance** to make sure it works properly
 - **Handouts**, if any, are **readable as hardcopy** of presentation slides

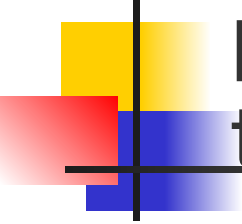


Common Reasons for Ineffective Presentations

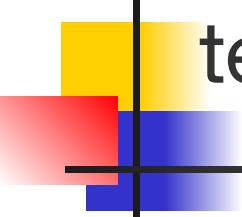
- Not engaging the audience in the beginning of the presentation
- Poorly organized information (no order or logic) or lack of clear purpose
- Poorly designed presentation materials (poor color contrast, background design, font size or type, etc.)

- 
- Incorrect or misleading graphs, charts and visuals
-

- Too many bullets per slide, or too many lines for each bullet
- Lack of preparation and rehearsal
- Lack of confidence and enthusiasm about the topic
- Inconsistent pace (too much time spent on one part and too little time left for the rest)

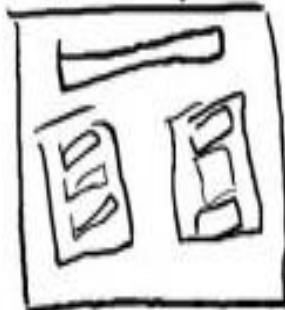
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- Lack of eye contact with the audience, poor body language and looking at or talking towards the screen
-

- Inaudible or monotone delivery, mispronunciation of words and reading the slides verbatim
- Not knowing how to use delivery technologies or not being prepared for the technology available

- 
- Poor or incorrect use of technology tools or spending too much to get the technology working
-

- Not following time limits (too much material) and lack of consideration for other presenters
- Mistakes in the content, and glaring spelling and grammatical errors in the slides
- Ending the presentation abruptly, not leaving enough time for Q&A and not handling Q&A well

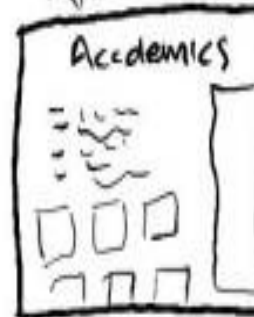
Home Page



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Page 3



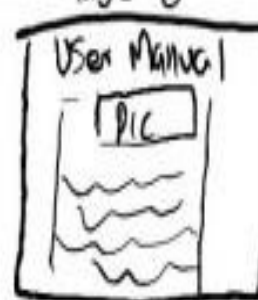
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Page 7



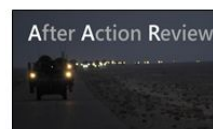
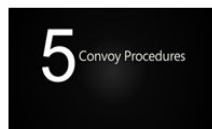
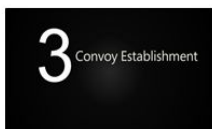
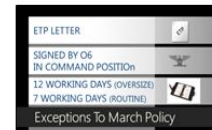
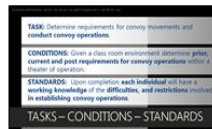
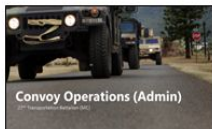


Storyboard the Presentation (Rough Sketches of Slides)

Now is the time to draw rough sketches of your slides.

You don't have to be a Michelangelo to do this.

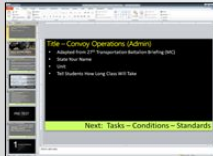
The sketch should be neat enough to be read easily by you and others with whom you wish to brainstorm.



MODERNPRESENTER: How To Build A STORYBOARD



1 OPEN PRESENTATION



2a CHOOSE FILE



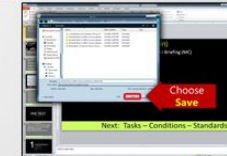
2b SAVE AS



2c PORTABLE NETWORK GRAPHICS FORMAT



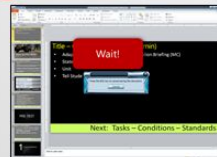
2d SAVE



2e EVERY SLIDE



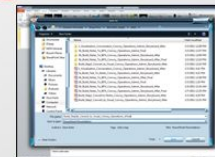
2f POWERPOINT CREATES PICTURES



2g FINISH



3 OPEN AND SAVE NEW STORYBOARD



4a CHOOSE INSERT



4b CHOOSE PICTURE



4c SELECT AND INSERT PNGS



5a PICTURES WHEN INSERTED



5b RESIZE PICTURES



5c COMPRESS PICTURES



5c COMPRESS PICTURES (CONTINUED)



6a START ORGANIZING ROWS



6b CONTINUE



6c FINISHED STORYBOARD!



