BASIC PRESENTATION  
AGENDA  
T opic one  
T opic two  
T opic three  
T opic four  
T opic five  
THE POWER OF COMMUNICATION  
OVERCOMING   
NERVOUSNESS  
Confidence -building strategies  
ENGAGING   
THE AUDIENCE  
•Make eye contact with your audience to create a sense of intimacy and   
involvement  
•Weave relatable stories into your presentation using narratives that make   
your message memorable and impactful  
•Encourage questions and provide thoughtful responses to enhance   
audience participation  
•Use live polls or surveys to gather audience opinions, promoting   
engagement and making sure the audience feel involvedSELECTING VISUAL AIDS  
Enhancing your presentationEFFECTIVE DELIVERY TECHNIQUES  
1.This is a powerful tool in public   
speaking. It involves varying pitch,   
tone, and volume to convey   
emotion, emphasize points, and   
maintain interest.   
2.Pitch variation  
3.T one inflection  
4.Volume controlEffective body language enhances your message,   
making it more impactful and memorable.  
Meaningful eye contact  
Purposeful gestures  
Maintain good posture  
Control your expressionsNAVIGATING Q&A SESSIONS  
1.Know your material in advance  
2.Anticipate common questions  
3.Rehearse your responsesMaintaining composure during the Q&A session is essential for projecting   
confidence and authority. Consider the following tips for staying composed:  
Stay calm  
Actively listen  
Pause and reflect  
Maintain eye contactSPEAKING IMPACT  
Your ability to communicate effectively will leave   
a lasting impact on your audience  
Effectively communicating involves not only   
delivering a message but also resonating with the   
experiences, values, and emotions of those   
listeningDYNAMIC DELIVERY  
Learn to infuse energy into your   
delivery to leave a lasting   
impression  
One of the goals of effective   
communication is to motivate   
your audienceImpact factor Measurement T arget Achieved  
Audience   
interactionPercentage (%) 85 88  
Knowledge   
retentionPercentage (%) 75 80  
Post-presentation   
surveysAverage rating 4.2 4.5  
Referral rate Percentage (%) 10 12  
Collaboration   
opportunities# of opportunities 8 10FINAL TIPS AND TAKEAWAYS  
Consistent rehearsal  
Strengthen your familiarity  
Refine delivery style  
Pacing, tone, and emphasis  
Timing and transitions  
Aim for seamless, professional delivery  
Practice audience  
Enlist colleagues to listen & provide feedback1.Seek feedback  
2.Reflect on performance  
3.Explore new techniques  
4.Set personal goals  
5.Iterate and adaptSPEAKING ENGAGEMENT METRICS  
Impact factor Measurement T arget Achieved  
Audience interaction Percentage (%) 85 88  
Knowledge retention Percentage (%) 75 80  
Post-presentation surveys Average rating 4.2 4.5  
Referral rate Percentage (%) 10 12  
Collaboration opportunities # of opportunities 8 10THANK YOU  
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