**Presentation Techniques**

A presentation is the process of presenting a topic to an audience .It is typically a demonstration, introduction, lecture or speech meant to inform, persuade,inspire,motivate,or to build good will or to present a new idea or product. All types of presentation consist of three basic parts : the Introduction, the body, and the conclusion. The purpose of a good introduction in a formal presentation is to achieve three goals:

1. Grasp the audience’s attention.

2. Identify the topic and the purpose or core message of the talk.

3. Provide a brief overview or agenda of what you will cover in the talk.

The Presenter should have an effective presentation skills because they help keep a presentation interesting,it help the presenter to communicate with confidence and motivate the audience to listen. Good presentations are memorable. They contain graphics,images and facts in such a way that they are easy to remember. Oral communication is different from written communication. So keep your presentation simple and focus on a few key points.Always be sensitive to your audience.Make them want to learn more.Effective presentation can be achieved through careful planning and incorporating simple yet helpful design techniques.Some of the important presentation techniques are:

**1.Organize your Material**

* Use the title of your presentation as a guide to your discussion.
* Focus on important key points.
* Prioritize content to ensure that you cover the most important aspects of your presentation.
* Organise your presentation to include time for questions and answers
* Leave about ten minutes for Questions and answers.
* Allot time for suggestions and feed back at the end of the presentation.

**2**.**Power point (slide)presentation**

* Use limited slides, show one slide per minute.
* Use colour for emphasis, it will be easy for the listeners to read in a large room.
* Ensure the typeface is large enough .
* Use clip art (graphics) sparingly and only when they support the content being projected.
* Photographs can be effectively used to add realism.
* Add motion,sound,or music only when it is necessary.
* Check for spelling and correct word usage.

**3. Presentation Techniques**

* Keep your voice strong and dynamic.
* Maintain eye contact with everyone in the audience.
* Move during your presentation – approach the audience to engage them.
* Use a laser pointer instead of your finger when pointing to projected material.
* Keep your presentation simple concentrate on your core message.
* Tell stories or illustrations related to your topic.
* Use appropriate body language.

Reference:

1.https://www.niu.edu >

2.https://www.princeton.edu >