



2. Verbal Communication



DEFINE VERBAL COMMUNICATION AND ITS IMPORTANCE IN PRESENTATIONS



SPEAKING CLEARLY, USING APPROPRIATE TONE AND PACE, AND AVOIDING FILLER WORDS



THE USE OF STORYTELLING TO ENGAGE US

Verbal Communication Skills

Verbal Communication is the use of words to share information with other people, it includes both spoken and written

communication.



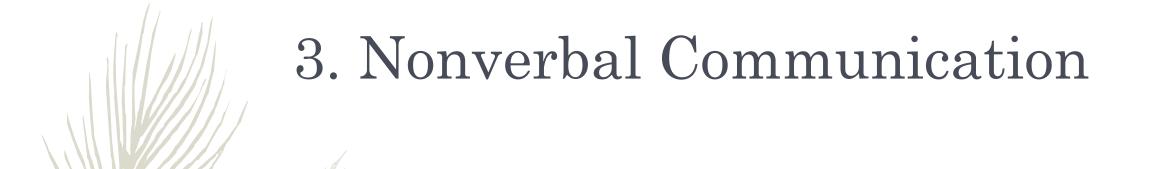








Caroline Cahill



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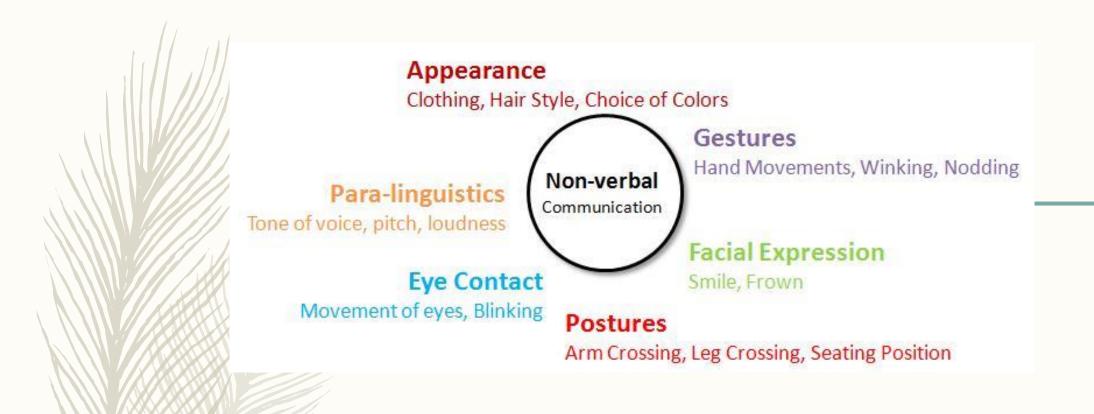
Define **nonverbal communication** and its importance in presentations

2

the use of **body language**: such as
eye contact, posture,
and gestures

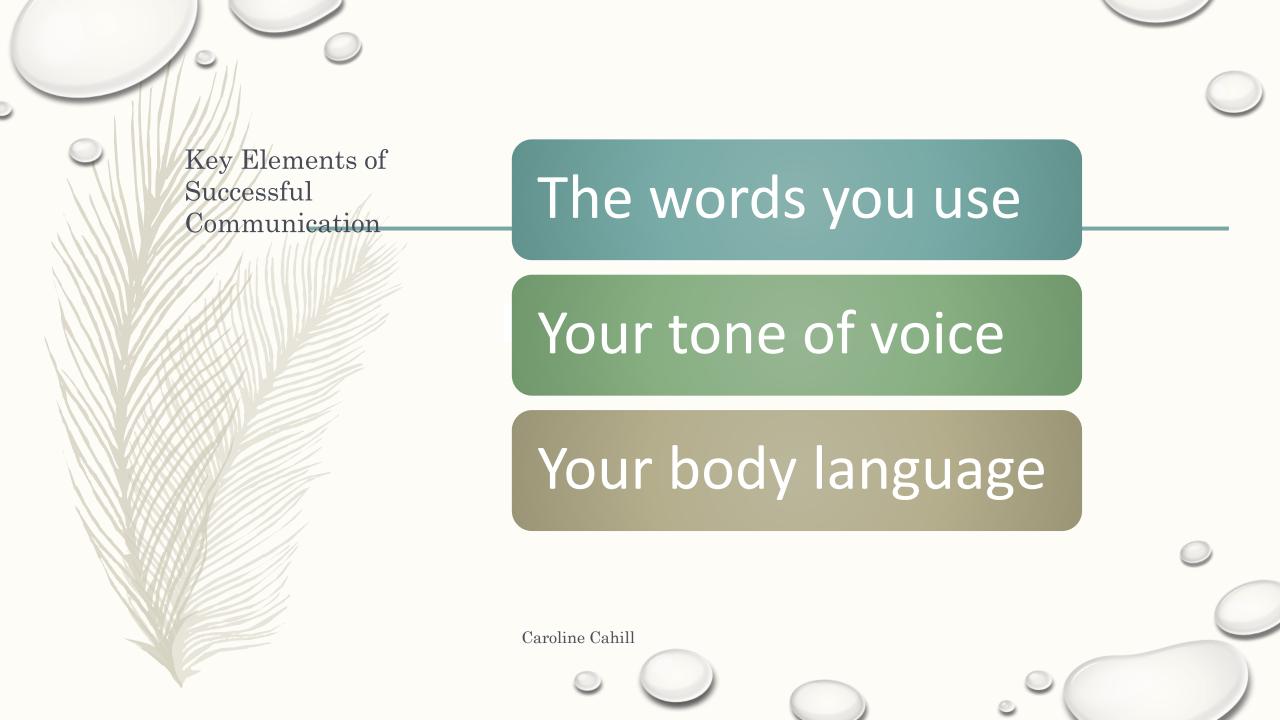
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Tips for **effective use of visual aids**: such as slides and videos



Non Verbal Communcation

Caroline Cahill



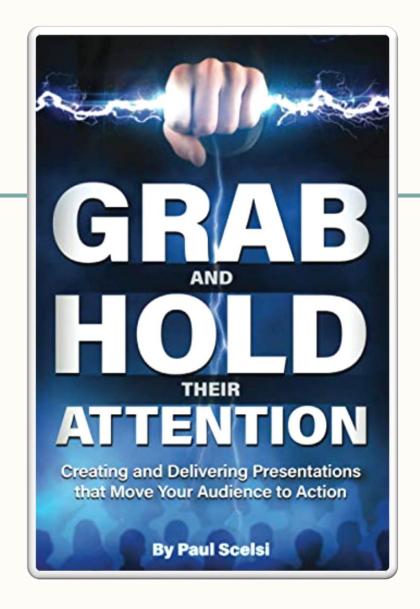


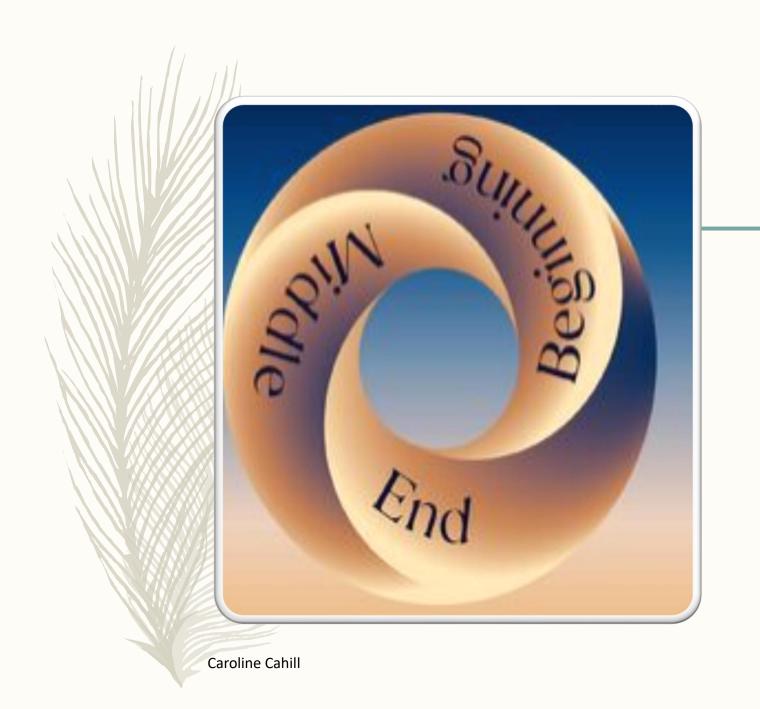
beginning

Get the audience's attention

- DON'T START with slides, but with PLANNING.
 - Like all good stories it must have a beginning, middle, and end
 - And the story should be relatable

How many seconds to secure your audience's attention????





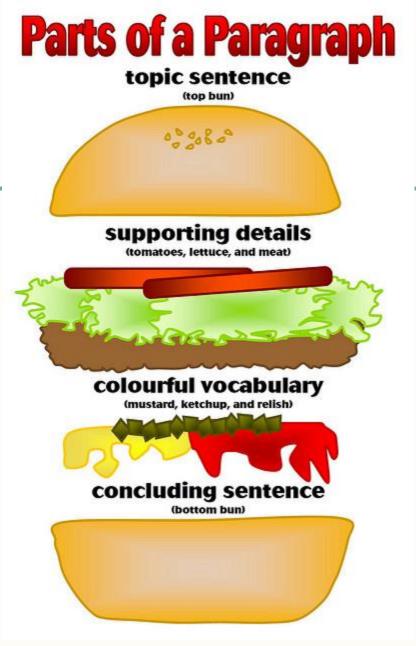
middle

What should (not) be on your slide

How Rivers Are Formed

- Rivers start as very small streams and gradually get bigger as more and more water is added. Heavy rains and spring meltwater add so much water to some rivers that they overflow their banks and flood the surrounding landscape.
- The water in rivers comes from many different sources. Rivers can begin in lakes or as springs that bubble up from underground. Other rivers start as rain or melting snow and ice high up in the mountains.
- Most rivers flow quickly in the steeply sloping sections near their source. Fast moving water washes away gravel, sand and mud leaving a rocky bottom.
- Rivers flowing over gently sloping ground begin to curve back and forth across the landscape. These are called meandering rivers.
- Some rivers have lots of small channels that continually split and join. These are called braided rivers. Braided rivers are usually wide but shallow. They form on fairly steep slopes and where the river bank is easily eroded.
- Many rivers have an estuary where they enter the ocean. An estuary is a section of river where fresh water and sea-water mix together. Tides cause water levels in estuaries to rise and fall.

One topic per slide Min. text Max. images



Interactive Communication



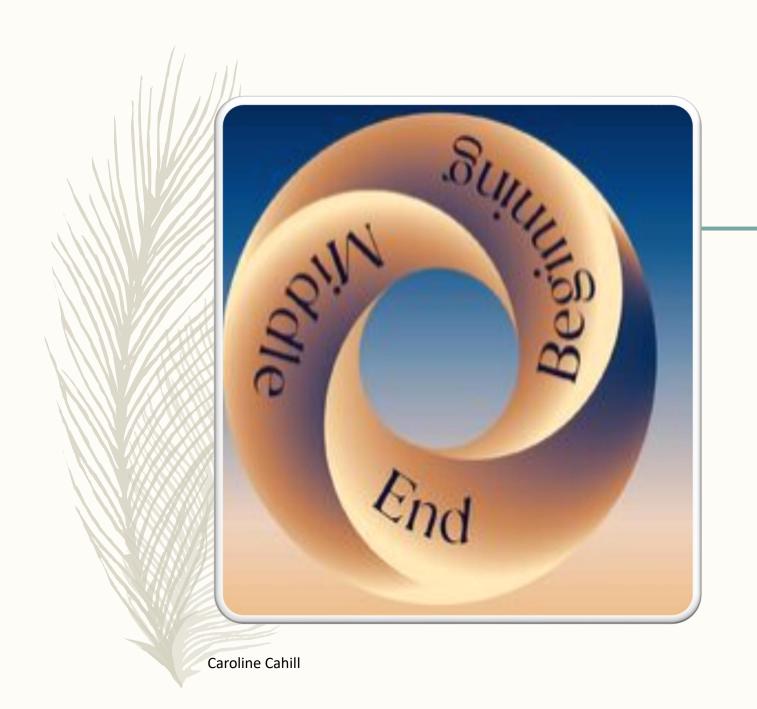
interactive communication and its importance in presentations



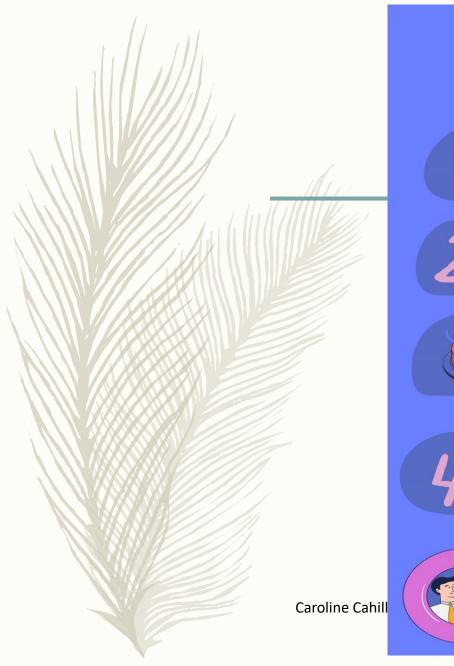
the use of **audience participation**, such as Q&A sessions, polls, menti, wordcloud, tick the whiteboard box if you dis/agree; move to the left/right if you dis/agree etc.



tips



end







Too many bullet points. More than 4 is risky.

Too many words on a slide. Nobody listens while they read.

Too many fonts are unnecessary and distracting.

Same with too much bold, italics, and underlining.

Clip art. Really?

♦ Don't forgit to spel chek

Bad Color Schemes

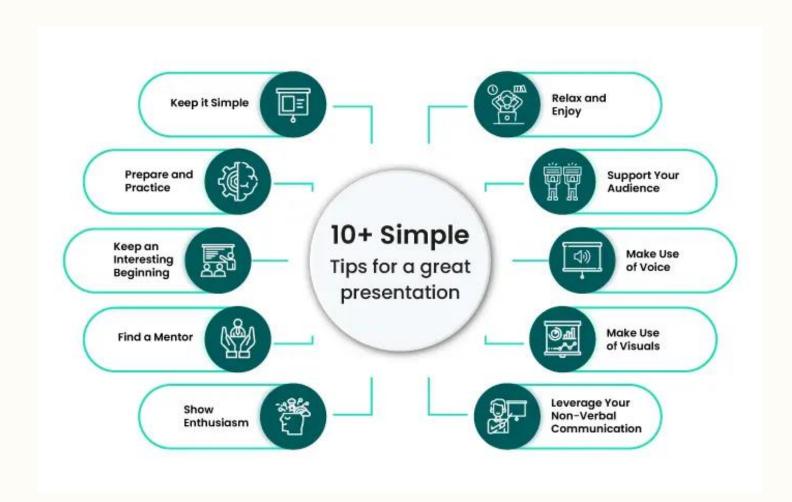
Clashing background and font colors can lead to:

- Distraction
- Confusion
- Headaches
- Nausea
- Vomiting
- Loss of Bladder Control

- ◆ Turning your back on your audience to read your slides. No!!!
- Small text near the bottom.

Even if they can see it they might

not be able to read it



Communication Principles

- Plan
 - Beginning
 - Middle
 - end
- Use simple, clear language.
- Use an appropriate tone.

6. Conclusion



IN SUMMARY...



NB: THE IMPORTANCE OF EFFECTIVE COMMUNICATION IN PRESENTATIONS



APPLY THE TIPS AND TECHNIQUES
DISCUSSED IN YOUR UPCOMING
PRESENTATION