

PRESENTATION TECHNIQUE

1. PLANNING AND RESEARCHING PRESENTATION: WHY? WHO? WHAT?

- 1.1 WHY: Defining your purpose
- 1.2 WHO: Knowing your audience
- 1.3 WHAT: Clarifying objectives
- 1.4 WHAT: Finding material
- 1.5 WHAT: Structuring material
- 1.6 WHAT: Writing a presentation

2. PREPARING PRESENTATION: WHERE? WHEN? HOW?

- 2.1 WHERE & WHEN: Dealing with logistics
- 2.2 WHERE & WHEN: Knowing your venue
- 2.3 HOW: Using audio-visual aids
- 2.4 HOW: Rehearsing

3. PREPARING PRESENTATION-2: PREPARING YOURSELF

- 3.1 Believing in yourself
- 3.2 Analyzing appearance
- 3.3 Enhancing body language
- 3.4 Improving your voice
- 3.5 Eliminating tension/ Dealing with anxiety

4. MAKING PRESENTATION-1: THE DELIVERY

- 4.1 Controlling nerves
- 4.2 Speaking confidently
- 4.3 Closing effectively

5. MAKING PRESENTATION-2: HANDLING AN AUDIENCE

- 5.1 Judging the mood
- 5.2 Dealing with question
- 5.3 Coping with hostility

6. ASSESSMENT

- 6.1 Assessing your current skills