

# Presentation Skills

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# Presentation

- A powerful way to communicate your message to a group/an audience
- A presentation can be used to inform, persuade or motivate an audience



### **What?**

What are you going to talk about? What are the limitations? Narrow down the topic

### **Who?**

Who is your audience?  
Age, gender, education,  
language ability, how many of them, etc.

### **Where?**

Where will you be speaking? Auditorium with facilities or in a classroom or in a noisy place etc.

### **How?**

How are you going to present? What are the visuals you need to prepare? How can you make the presentation more attractive?

### **Why?**

Why have they come?  
Why are you presenting?

### **When?**

When will you be speaking? Time and agenda



# Plan your presentation

1. Organization
2. Visual Aids
3. Delivery
4. Language



# 1. Organization

## Introduction

- Welcome the audience
- Introduce the topic
- Introduce the speakers
- Outline
- Be brief
- Capture interest

## Body

- Present the main points
- Connect the points to the purpose of the presentation
- Use signposting

## Conclusion

- Summarize the presentation
- Present the conclusion (if any)
- Remember to make it strong and brief

## Time Management

- Remember to stick to the time allocated
- Incase you exceed the time limit try to stop at the first indication

## Team Presentation

- Prepare and practice as a team
- Introduce the speakers – In the introduction or at the transition point
- Use transitions between speakers
- Pre-plan where everyone will sit/stand
- What will others do when they are not speaking?
- Prepare for possible questions that might ask
- Always remember it is a teamwork
- Have a plan B in the event of technical difficulties

## 2. Visual Aids

- Slides should be consistent
- Maintain uniformity in structure and language
- Number of slides should be limited (Decide with the time allocation)
- Use a readable font size or font type
- Use bullet points and avoid chunks
- Use contrast (Background - light colour, Font - preferably black colour)
- Use pictures, illustrations, charts and tables etc.
- Avoid the use of disturbing animations
- Use the same slide transition through out the presentation

- Number the slides
- These slides are necessary to apply in any presentation (content slides, title, name of the speaker/speakers, outline, summary, conclusion, reference, slide thanking the audience)
- Use clear images that contributes towards understanding your message
- Avoid abbreviations and acronyms
- Avoid putting words in all capital letters

Empty space on the slide will enhance readability

- Select a single sans-serif fonts such as Arial
- Avoid fonts that are sometimes difficult to read
- Do not use font size smaller than 24 point

➤ For bullet points, use the 6 x 6 Rule

One thought per line with no more than 6 words per line and no more than 6 lines per slide

➤ Limit the number of words on each screen

Just have your main points which will remind you of the details while presenting

➤ Use dark text on light background or light text on dark background

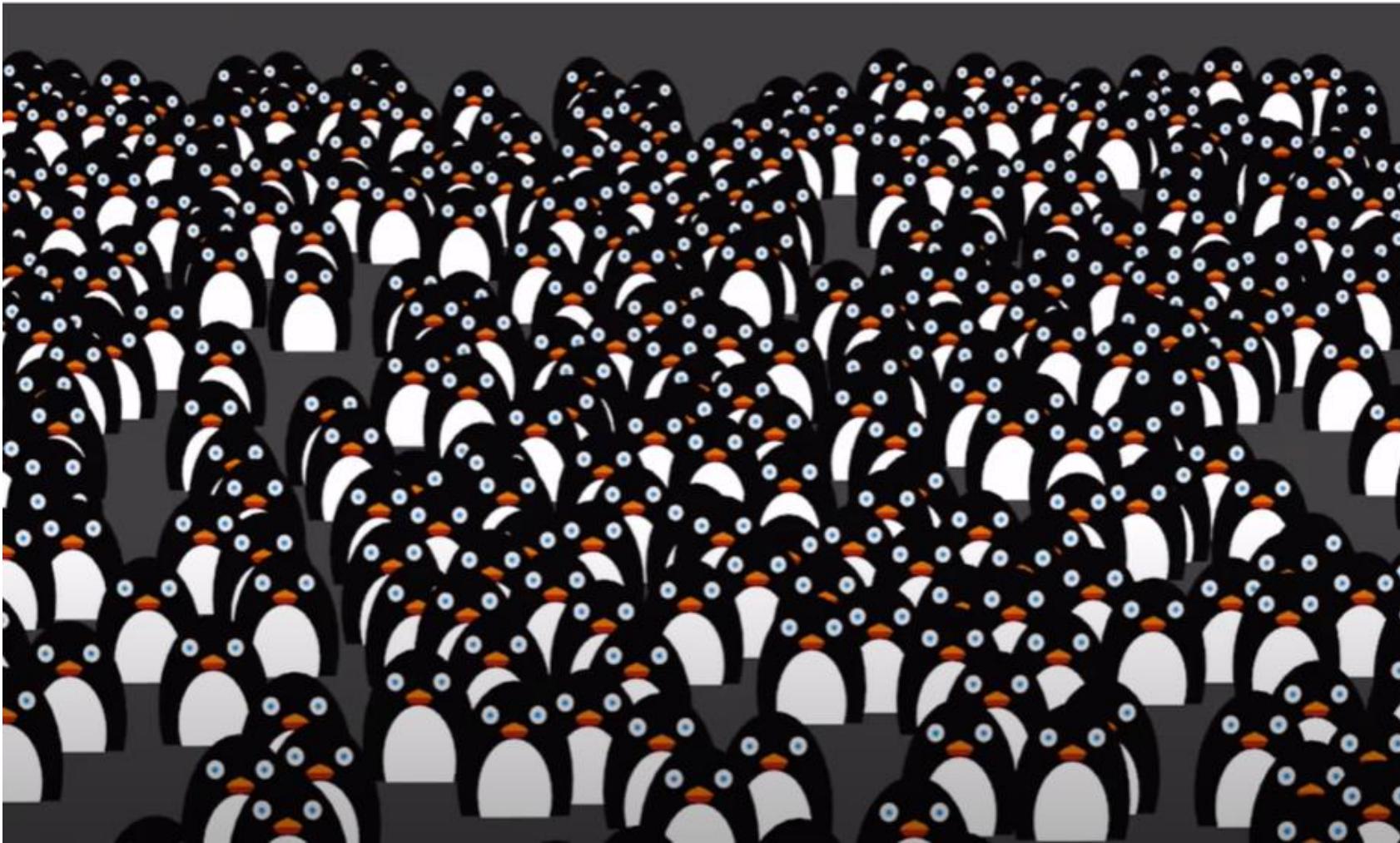
However, dark backgrounds sometimes make it difficult for some people to read the text

➤ Do not use all capital letters except for titles

➤ Too many slides can lose your audience

Count the number of penguins in picture 1, 2 and 3

1



2



3



### 3. Delivery

- Be formally attired and have a pleasant appearance
- Get a good start
- Voice should be energetic and clear
- Maintain eye contact
- Pay attention to your facial expressions and body language
- The speaker should handle the slides
- The slide being discussed should be on the screen
- Do not deviate from the topic
- Do not haste, but maintain an average speed

# Appearance



## 4. Language used in a presentation

- Check for grammar and spelling mistakes
- Learn the proper pronunciation of words
- Use simple language
- Proofread
- Signposting:

First of all, I will

Let's begin with

I'd like to start by/with

First, secondly, next

Finally

In conclusion

# Flaws in a Presentation

- Lack of experience
- Lack of strong excitement
- Lack of practice
- Lack of related material
- Lack of confidence
- Pausing, delay
- Unclear, indefinite results that you want to include



# Tips for a Successful Presentation

- Do some research on the presentation topic and create an awareness
- Be prepared
- Rehearse and practice
- Do not deviate from the topic
- Know your subject
- Be positive
- Avoid stress



# Finally

- Check whether your presentation is organized well and runs well
- Practice your presentation several times

Eye contact:

Don't look down, it shows you're not confident

- Try to look at everyone, it makes the audience feel involved
- Use simple language
- Use appropriate body language, don't use unnecessary gestures
- Manage your time
- Wear a formal attire

“ THE SUCCESS OF YOUR  
PRESENTATION WILL BE JUDGED NOT  
BY THE KNOWLEDGE YOU SEND BUT  
BY WHAT THE LISTENER RECEIVES.

Lilly Walters  
Office Manager and Keynote Speaker