

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
- In case 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

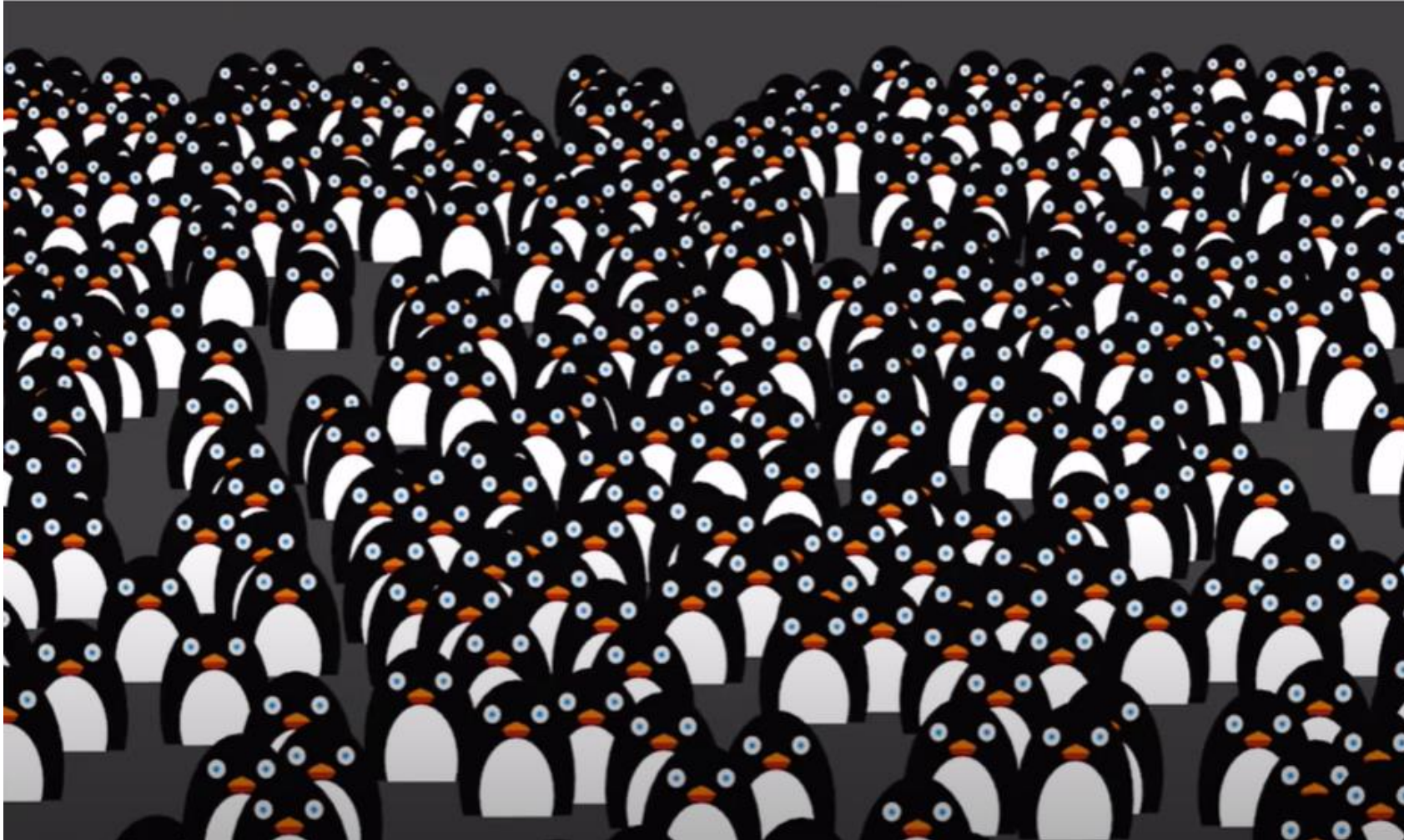
However, dark backgrounds sometimes make it difficult for some people to read the text

➤ 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





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

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**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