



Effective Presentation Skills

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Presentation Skills

- **Presentation Skill-1** - Plan and prepare oral presentation (extempore speech with aid)
- **Presentation Skill -2** - skills while presenting and post-presentation
- **Presentation Skill -3** – dealing with questions
- **Presentation Skill -4**– making Microsoft power point slides as aid

Presentation Skill - 1

**Plan
and
Prepare a Presentation**



1. **Why** the presentation? Objective/focus – why? purpose decides content – how?

inform - update knowledge, persuade - some action

expected, to inform and persuade

2. **Who** will be the audience - High-tech, Low-tech, Lay audience

3. **Development of presentation** - Main points in presentation, e.g.
teaching a teacher the tools to take an online class

4. ***Gather data*** – plan what type of data - through various techniques –
mind mapping, story boarding, brainstorming, branching etc

Sources of data

Research the topic before presentation

Following sources of research/data:

- interviews, questionnaires
- conversation in meetings, newsletters
- reports (departmental reports, college reports)
- WWW, journals, your own research paper
- Your own photographs

e.g.

Consider a presentation on - skills that teachers require for teaching

- ***Source of data – survey of teachers***

Presentation to a committee on infrastructure in the college

- ***Source of data – questionnaire to each department***

5. Organization

- Types:
- Problem - solution
- Chronological
- Comparison/ contrast – temporal, spatial
- Importance

6. Presentation aid

- *PowerPoint presentation – commonly used - video, Charts, graphs, maps, tables, photos (MS)*
- *Black/white boards*
- *Handouts – commonly used by trainers*
- *Audio clips*
- *Games*

Mixture of aids in training session - audience with different learning/grasping styles:

1. **Visual:** like to see pictures, diagrams, tables – PPTS, black/white boards
2. **Auditory:** listen to others, discuss
3. **Kinesthetic:** learn by doing – handouts/activities

E.g.

- Train IT engineers on body language – 30 mins presentation
- *What should be the objective ?*- To inform and persuade or only inform or only persuade?
- Audience?
- Focus will become?
- What will be the main points to present on?

Preparation

- Write the presentation - prepare slides
- Rewrite –
 - Add missing details,
 - Delete unwanted words/lines,
 - Simplify words
- Proofread
- Practice before presenting

Presentation skill - 2

Skills of presentation



Physical appearance

Audience notice the appearance of the presenter (*'incapable of caring for yourself, incapable of anything else'*)

- **Wearing smart clothes** – adds to self-confidence
- **Colour of clothes** –
- **Black** – authority, power – commonly used at workplace
- **White** – innocence and purity, good to wear
- **Red** – love, energy, makes one look heavier, not good for workplace
- **Pink** – good for informal gatherings, parties
- **Blue** – sky, ocean – helps body produce calming chemicals – used at workplace – wear for interviews – sincerity, loyalty

- **Green** – colour of nature, soothing on eyes, calming, Green rooms to relax, hospitals have green curtains.
- **Yellow** - Cheerfull, attention-getter, most difficult for eye to take in – thus cannot overdo, workplace – lighter shades can do
- **Purple** – connotes luxury, wealth and sophistication – feminine
- **Brown** – solid, reliable, colour of earth, light brown – genuineness, sometimes sad and bad mood.

Dealing with nervousness

“There are two types of speakers, those that are nervous and those that are liars”

Mark Twain, author

Source of nervousness

- Forgetting what comes next
- Expert in audience
- Awkward person in audience
- Question(s) you can't answer
- Uncertain of your performance
- Being hard on oneself
- presenter's fear of failure

Solution

- Deep breathing before presentation – structured relaxation,
- Find friendly face(s) – **You will always find one or more**
- Practice makes a man/woman perfect – public speaking a learnt skill
- Talking to yourself – pep talk
- Drink water
- Chew gum (before the presentation NOT during!)
- Smile
- Massage your forehead
- Pause
- Slow down
- Move around
- Mental method of presenting – shift the mental focus - read the audience –audience reaction to the presentation.
- Visualization - think of audience in advance – what they know and what they need to know
- The questions they may ask – best case and worst case scenarios

Microphone and venue

- **Type you are comfortable with** (handheld for me)
- **Don't hold mike too close** – sound monotonous – variations in voice cannot be heard
- **Don't turn head** from mike while speaking
- **Clip-on or collar-mike** – no rubbing with jewelry
- **Ensure all audience can see you**
- **Check room/venue of presentation** – what facilities – where do you stand – uploading presentation slides before hand

Starting a presentation

- Get people's attention – e.g. 'If I can have everybody's attention'
- Welcome them –
 - e.g. 'Thank you for coming today'.
 - 'Good morning, ladies and gentlemen'.
 - 'On behalf of Department of Humanities, I would like to welcome you'.
- Introduce yourself –
 - E.g. My name is Deepshikha Mehra and I am with the Department of Humanities
 - As you know, I'm with the Department of Humanities

Stating the purpose

What is that you are presenting

- **E.g.** ‘This morning, I would be presenting a research paper on women empowerment’
- **E.g.** ‘This after noon I would like to show you how our department has progressed in the past five years’
- **Can start with a question** – “How many of your know the number of tigers that remain in the wild in India?”
- **Can start with a story/anecdote** – “I as a research was travelling to the remote villages of Gadchiroli when I noticed that in Dhanora Forest Range all the JFMCs had women Presidents. That go me thinking.....”
- **Can start with data** – “Did you know that over 20\$ is spent by a company on each physical letter written and sent by its employees”.

Body language

- **Don't have bored body language** – will bore the audience – enthusiasm is infectious
- **Don't hide behind the podium** – move about – connect
- **Standing and speaking** - good idea
- **Don't be wooden** - Keep smiling
- **If shaking hands** – hold back of chair, table top, podium edges....
- **Use hands to emphasize key point** – e.g. First finger for point one...so on – don't overdo – natural
- **No folded hands across chest** – negative and defensive
- **Hands in pocket** – not a good idea either

Body language..Contd....

- **No back to audience** - Some speak to board or screen – interact with audience
- **Avoid distracting habits** – playing with hair, pens....
- **Eye contact** – if using notes/papers – don't keep reading – look at the audience
- **Don't stare at one person** – move to different people
- ***Present with:***
 - No body wrap – appear defensive
 - Stand at parade rest – bring audience attention
 - Gestures – you will hold attention – don't over do

Voice and tone

Idea of oral presentation – people want to listen and learn – voice and tone very important

- **Vary speed** – normally slow – speed uninteresting facts
- **Vary volume/pitch** – loudly and softly – don't trail at the end of sentence - don't be monotonous
- **Modulate** - emphasize with voice ‘it is *important* to understand the problem’
- **Don't mumble** – speak clearly – correct articulation
- **Pause**

Positives of pauses

- If you speak fast – don't slow down – take more pauses
- If speaking to people who are not strong in English then take pauses
- Not vocalized pauses
- Enables you to take a breath
- Gives you time to think
- Gives your audience time to think

Signposting/linking

- **Next point** - ‘move on’.
- **Change to completely different topic** - ‘turn to’
- **Give more details about topic** - ‘expand’ or ‘elaborate’.
- **Something off the topic of presentation** - ‘digress’.
- **Refer back to an earlier point** - ‘go back’.
- **Give the outline of a point** – ‘summarize’.
- **Repeat the main points** - ‘recap’.
- **Final remarks** - ‘conclude’.

Presentation skill -3

Post - presentation



Dealing with questions

- **Decide on when you want questions** – E.g. ‘Feel free to ask any questions’, ‘Perhaps we can leave the questions for the end?’
- **If good question - thank and answer** - ‘That's a very interesting question - I'm glad you've asked that question - A good question.
- **Irrelevant - say ‘not-connected’** - get another question. - I don't see the connection. ‘I'm sorry, I don't follow you. I think that is a very different issue’
- **Already given the answer - repeat answer briefly** ‘As I said earlier, ... I think I answered that when I said ... ‘
- “We have two ears and one mouth – use it in that proportion” - Don’t start thinking of the answer immediately - listen
- **Difficult questions** - no information - I'm sorry but I don't have that information to hand.
Can I get back to you about that?
- **Clarification** – ‘If I got you correctly, you want to know’ – ‘Can you repeat the question’
- **Multiple questions** – write them down or take them one at a time - clarify
- **Some unhappy listeners/trouble-makers** – **ignore them** or put them down firmly – tell them to meet after the presentation
- Keep your answers short

Presentation skill - 4

Visual aid - Microsoft PowerPoint



The speaker read the slides to us

67.8%

Full sentences for text

51.6%

Text too small to read

49.3%

Visuals too complex

33.6%

What annoys about Power point presentations

Result of a survey

Speaker reads slides	62%
Unreadable text	46.9%
Slides hard to see due to bad colour choice	42.6%
Full sentences	39.1%
Moving flying text	24.8%
Complex diagrams and charts	22.2%

Create optimal contrast

- **Dark background** – light text and vice versa (cool Vs warm colours)
- **Recommended** – use of light background
- Avoid change in slide colour
- **Be creative with templates** - BUT - avoid last minute experiments
- **Avoid red and green colours** – largest colour blindness to these colours.
- Online templates

Simple font size and style

- *Avoid - difficult to read fonts*
- **Use common fonts** like ‘Times Roman’, Constantia, Arial, Courier
- Don’t vary font and font sizes too often – three font sizes per slide
- 24 font size for text
- 28-30 for sub-headings
- 32-44 font size for headings

Typeface Or Fonts

- There are many available – Book Antiqua, Constania, Calibri, Courier, Arial, Times New Roman, Bell MT – all divided as SERIF or SANS SERIF
- SERIF – Decorative feet – commonly used in text – easy for readers
- SANS SERIF – No decorative feet – best used for headings

Slide numbers and size

- One idea per slide
- Proper grammar does not matter – infact use keywords – not full sentences – because - **75+ words/slides = document**
- Correct spellings
- Show keywords – 5-6 bullet points per slide
- 40-90 seconds per slide
- personal experience – 10 minutes – 8 slides – 20 minutes 12-14 slides

Use emphasis technique

- To call attention to – words, phrases, ideas
- Underline,
- Change colour (sparingly)
- boldface,
- Caps – “*toned-down type. Bold, block letters are out. Their replacements are mostly or entirely lower case, softening the stern voice of corporate authority to something more like an informal chat*”

Visuals and animation

- Use of tables, Graphs – when large data to communicate
- To make comparison
- Chronology of events
- Cartoons to introduce humor
- Mention source
- Carefull in using animation
 - Make your own slides!!!!

Avoid clichés – be creative when ending

- Any questions ? thank you - very cliché
- Can end with quotation
- End with a very short video
- End with a cartoon or a powerfull photo
- Can end with a recap slide (as trainer, in classroom)

**“When something can
be read without
effort, great effort has
gone into its writing”**

**Enrique Jardiel Poncela,
Spanish writer**

SOURCES

- Presenting Secrets – Martin Manser
- Technical Writing – Gerson and Gerson
- <http://www.effective-public-speaking.com/index.html>
- <http://www.slideshare.net/jessedee/steal-this-presentation-5038209>
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