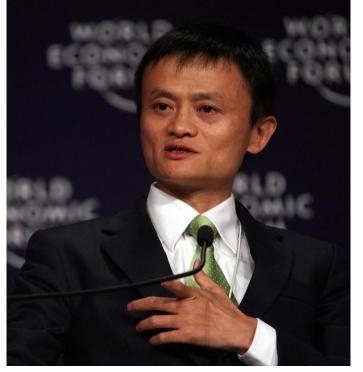
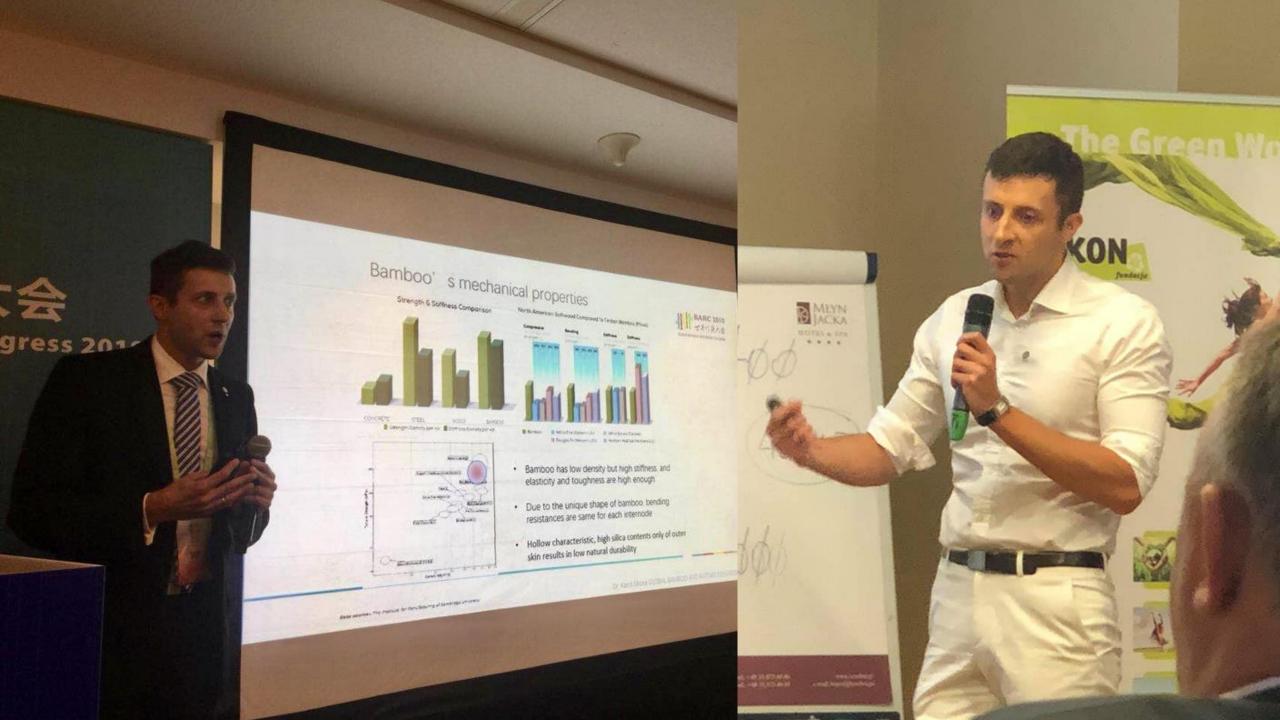
# Presentation skills

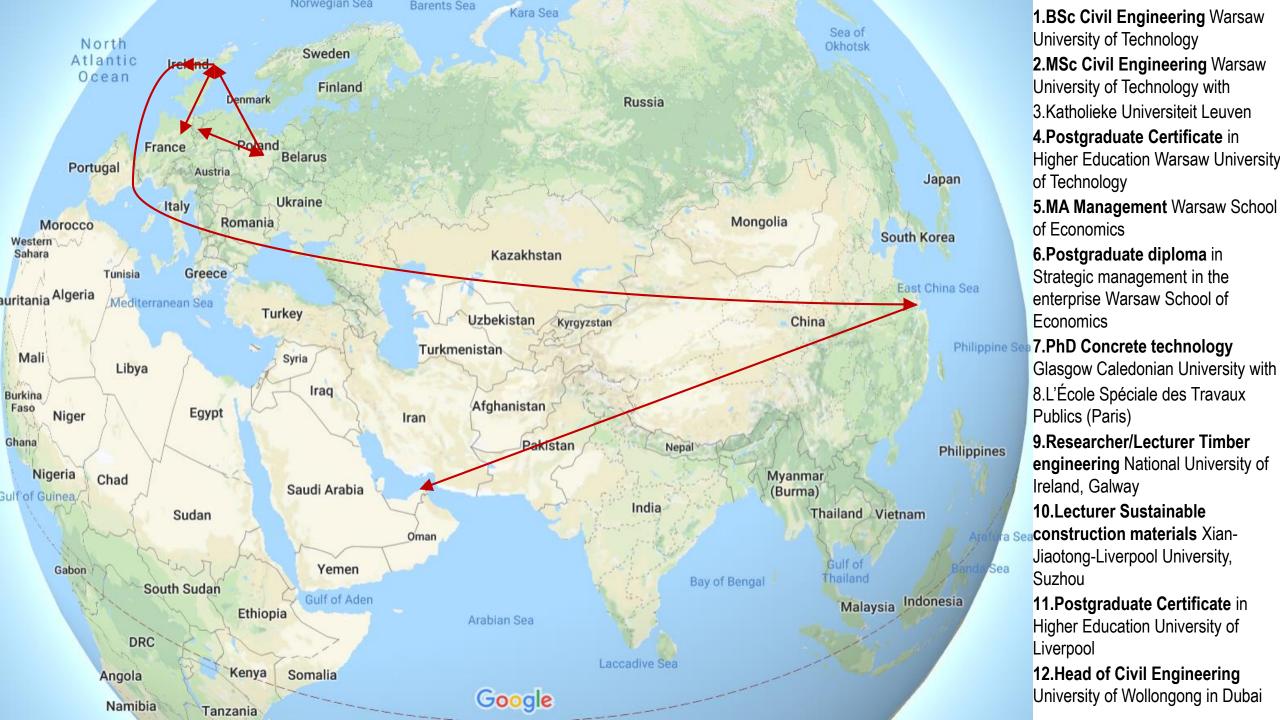










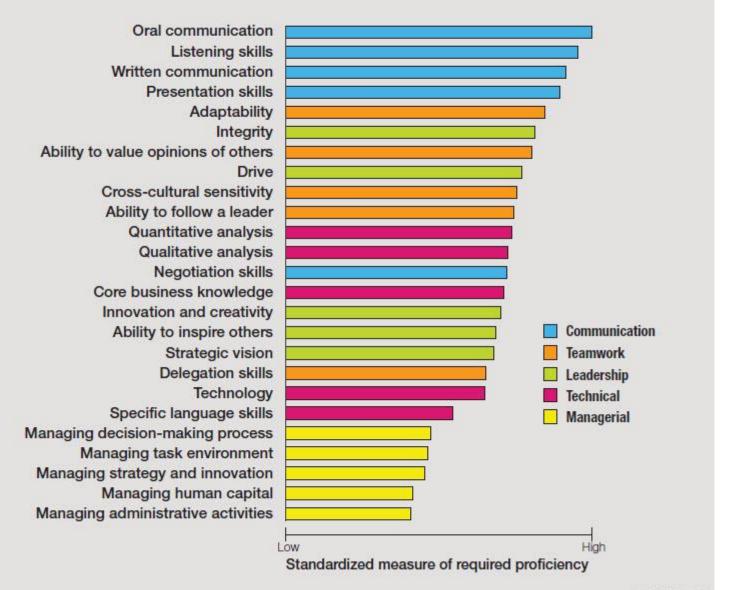


# Outline

- Significance
- Preparation
- Performing
- Finalizing
- Requirements for ENGG105
- Exercise

#### SKILLS COMPANIES DEMAND IN NEW GRADUATE BUSINESS SCHOOL HIRES

Based on a Standardized Measure of Required Skill Proficiency



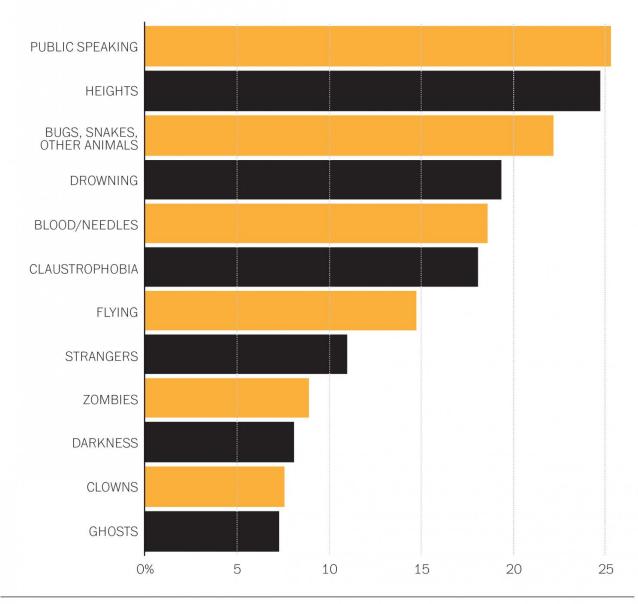


#### Three Main Purposes

- 1. Inform
- 2. Persuade
- 3. Educate

#### What are you so afraid of?

% of Americans who say they fear...



# Causes of the Anxiety

- Fear of the unknown or loss of control
- Fight or flight mode
- No backup plan
- No enthusiasm for subject
- Focus of attention

# Great Public Speakers Are Made, Not Born Carmine Gallo

http://www.forbes.com/sites/carminegallo/2015/06/05/great-public-speakers-are-made-not-born/#24292b675fba

# Effective Presentation "...producing a desired result"

- Control anxiety Don't fight it
- Audience centered
- Accomplishes objective
- Fun for audience
- Fun for you
- Conducted within time frame

15 Strategies for Giving Oral Presentations

Most college students will need to bolster their public speaking skills at some point.

By Lynn F. Jacobs and Jeremy S. Hyman

http://www.usnews.com/education/blogs/professors-guide/2010/02/24/15-strategies-for-giving-oral-presentations

# Preparation

- Do your homework
  - Audience
  - Space
  - Time
  - Organization Plan
  - Train
- Look presentable

- 1. Tell them what you are going to tell them
- 2. Tell them
- 3. Tell them what you just told them

# During presentation

- Interaction
  - Eye contact
  - Be yourself/authentic
  - Humor
  - Relax

- Way you talk
  - Do not read
  - Take it slow
- Aids
  - Power point
  - Board
  - Items

# Finish/after presentation

- Conclusions
  - Memorable



Interruptions?

• Questions....

- 1. Tell them what you are going to tell them
- 2. Tell them
- 3. Tell them what you just told them

#### Visual aids

- Visual aids support the presenter(s) by adding clarity to the presentation.
- Do not distract from the presentation or cause confusion.
- Use of figures/tables/physical objects shows creativity.
- If powerpoint is used, slides are clear and uncluttered, not text heavy.

#### Cohesion

- Clear and logical flow of ideas.
- Transitions between presenters are well executed.
- Time shared evenly, presentation does not run over time and 1 minute warning is clearly not needed.
- Presentation appears well planned. Message is clear and convincing.

#### Concept design

- Concept responds to the client brief.
- Potential design solutions are presented and clearly originate from the design brief.
- Potential solutions reference their application elsewhere, such as similar previous projects, or are novel.

#### Demonstration of concept

- Plans are in place for the development of a model to demonstrate feasibility of preliminary designs.
- Proposed model is viable and likely to demonstrate the design effectively.
- Shows creativity.

#### Demonstration of concept

- Different aspects of further design work to be undertaken are identified.
- Design responsibilities are clearly allocated to individual team members.

Discussion period

 All team members appear confident and well informed when responding the questions.

# Exercise