



# BASIC

## PRESENTATION

# AGENDA

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Introduction

Building confidence

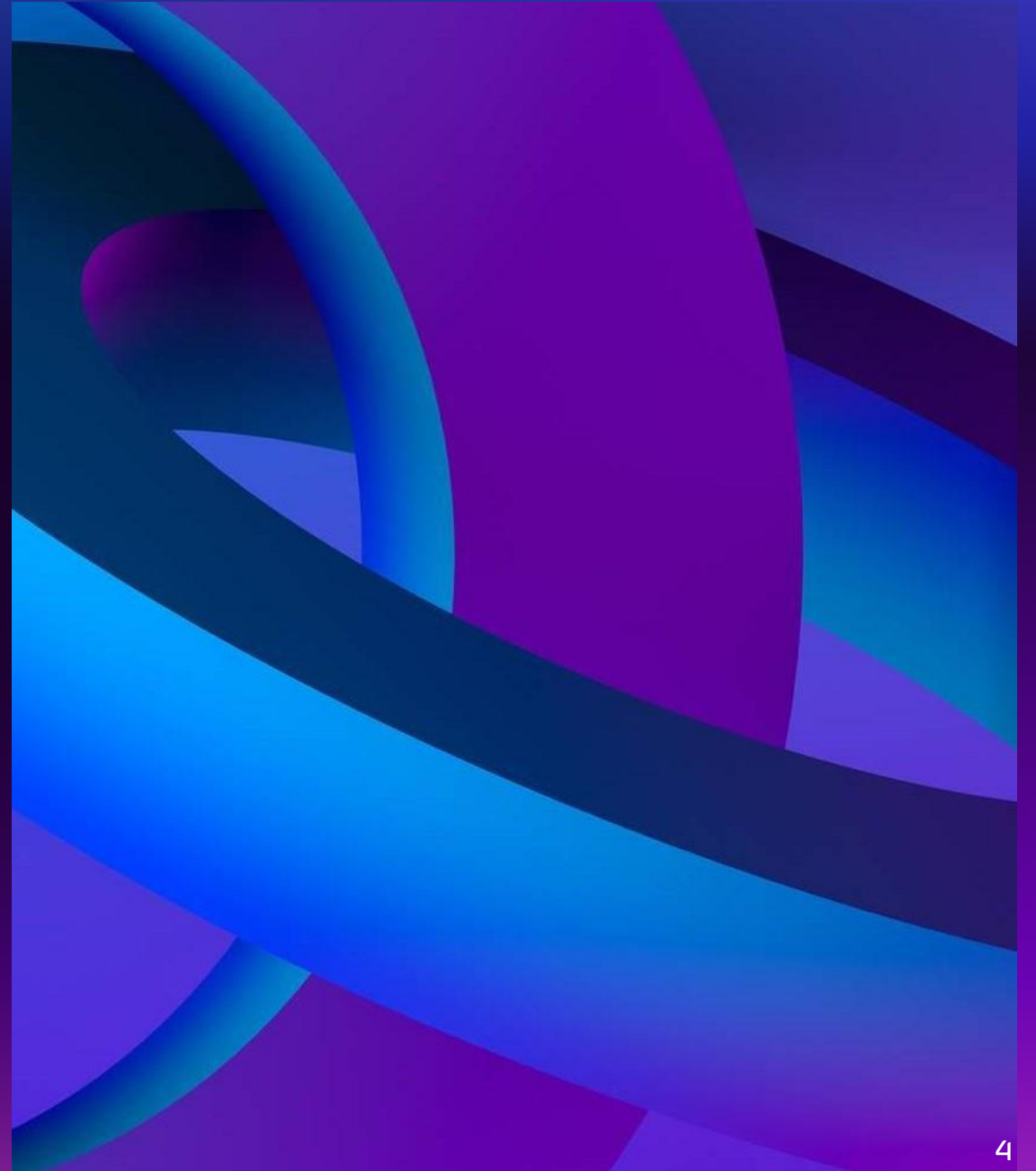
Engaging the audience

Visual aids

Final tips & takeaways

# THE POWER OF COMMUNICATION

# OVERCOMING NERVOUSNESS



# ENGAGING THE AUDIENCE

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- Make eye contact with your audience to create a sense of intimacy and involvement
- Weave relatable stories into your presentation using narratives that make your message memorable and impactful
- Encourage questions and provide thoughtful responses to enhance audience participation
- Use live polls or surveys to gather audience opinions, promoting engagement and making sure the audience feel involved



# SELECTING VISUAL AIDS

ENHANCING YOUR PRESENTATION

# EFFECTIVE DELIVERY TECHNIQUES

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This is a powerful tool in public speaking. It involves varying pitch, tone, and volume to convey emotion, emphasize points, and maintain interest.

- Pitch variation
- Tone inflection
- Volume control

Effective body language enhances your message, making it more impactful and memorable.

- Meaningful eye contact
- Purposeful gestures
- Maintain good posture
- Control your expressions

# NAVIGATING Q&A SESSIONS

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1. Know your material in advance
2. Anticipate common questions
3. Rehearse your responses

Maintaining composure during the Q&A session is essential for projecting confidence and authority. Consider the following tips for staying composed:

- Stay calm
- Actively listen
- Pause and reflect
- Maintain eye contact





# SPEAKING IMPACT

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Your ability to communicate effectively will leave a lasting impact on your audience

Effectively communicating involves not only delivering a message but also resonating with the experiences, values, and emotions of those listening

# DYNAMIC DELIVERY

Learn to infuse energy into your delivery to leave a lasting impression

One of the goals of effective communication is to motivate your audience

METRIC	MEASUREMENT	TARGET	ACTUAL
Audience attendance	# of attendees	150	120
Engagement duration	Minutes	60	75
Q&A interaction	# of questions	10	15
Positive feedback	Percentage (%)	90	95
Rate of information retention	Percentage (%)	80	85

# FINAL TIPS & TAKEAWAYS

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- Consistent rehearsal
  - Strengthen your familiarity
- Refine delivery style
  - Pacing, tone, and emphasis
- Timing and transitions
  - Aim for seamless, professional delivery
- Practice audience
  - Enlist colleagues to listen & provide feedback

Seek feedback

Reflect on performance

Explore new techniques

Set personal goals

Iterate and adapt

# SPEAKING ENGAGEMENT METRICS

IMPACT FACTOR	MEASUREMENT	TARGET	ACHIEVED
Audience interaction	Percentage (%)	85	88
Knowledge retention	Percentage (%)	75	80
Post-presentation surveys	Average rating	4.2	4.5
Referral rate	Percentage (%)	10	12
Collaboration opportunities	# of opportunities	8	10

# THANK YOU

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