

The background is a dark blue gradient with abstract, glowing blue circular patterns and binary code (0s and 1s) scattered throughout, creating a high-tech, digital aesthetic.

Presentation skills

Communication Skills



Outline

01 What is a Presentation

02 Types of Presentations

03 Structure

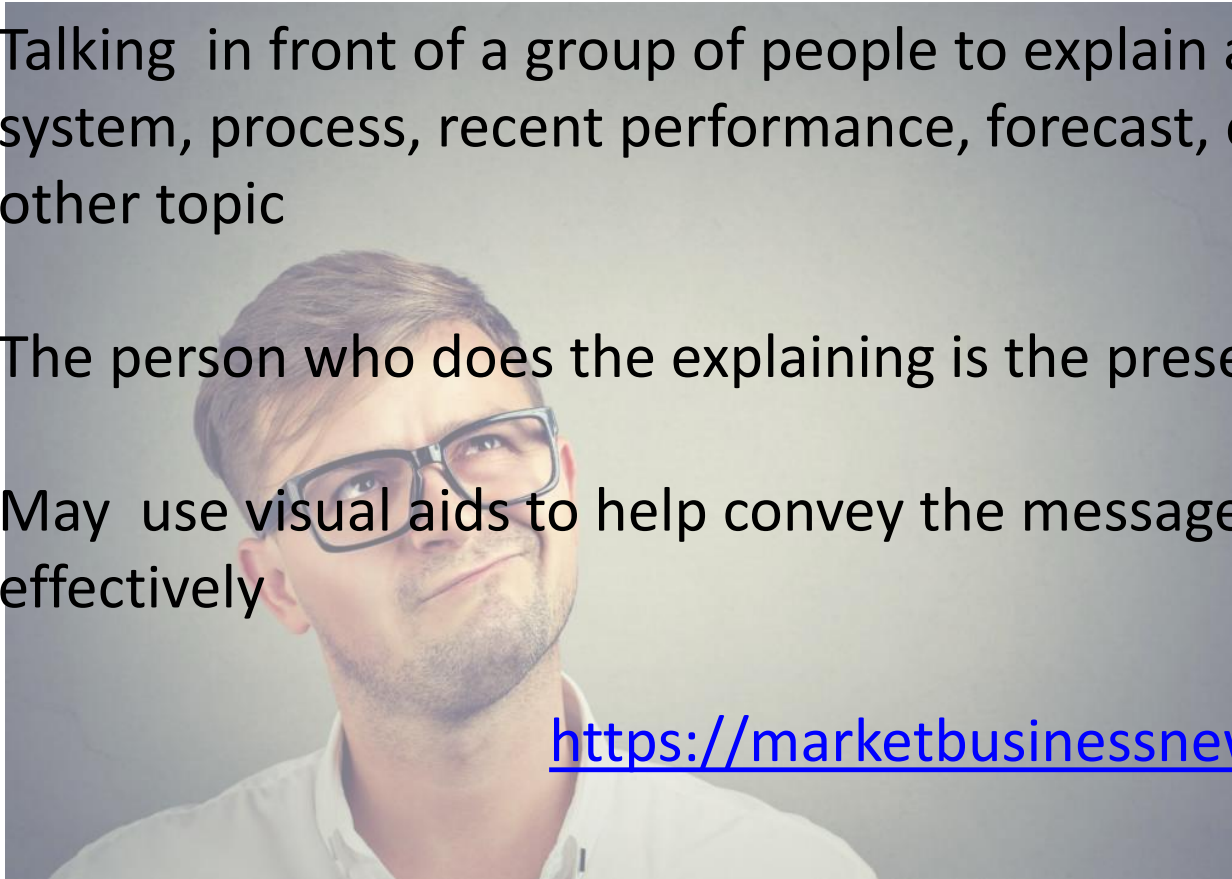
04 Visual Aids

05 Tips

What is a Presentation ??

- Talking in front of a group of people to explain an idea, system, process, recent performance, forecast, or any other topic
- The person who does the explaining is the presenter
- May use visual aids to help convey the message more effectively

<https://marketbusinessnews.com/>



Types of Presentations



Informative



To promote understanding of an idea or to convey information

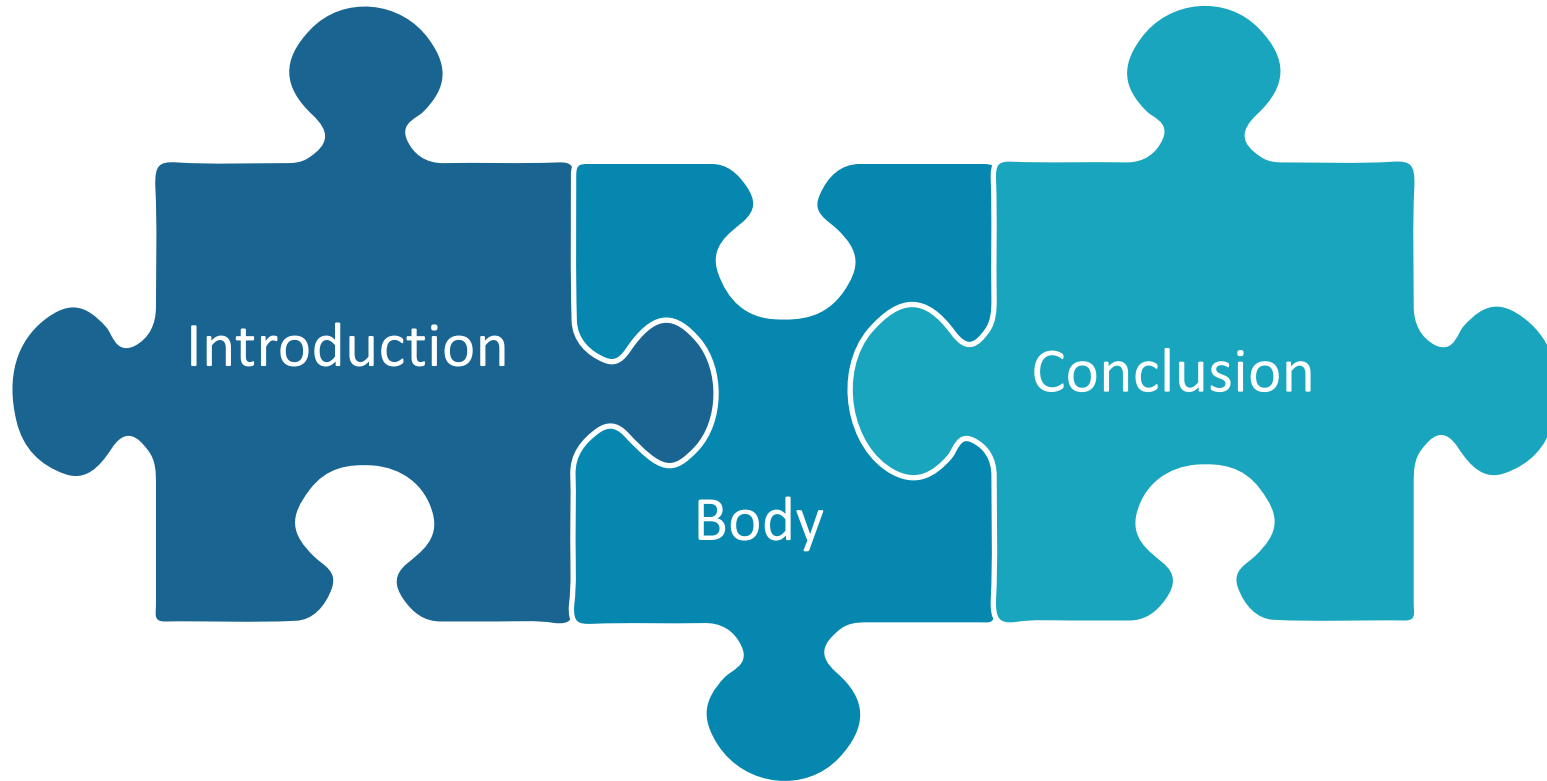


Persuasive



To influence a change in the belief, attitude, or behavior of another person

Structure



Structure



Introduction

- ❖ outlines the aim of your presentation and the areas your talk will focus on
- ❖ Should capture the attention of the audience

Body

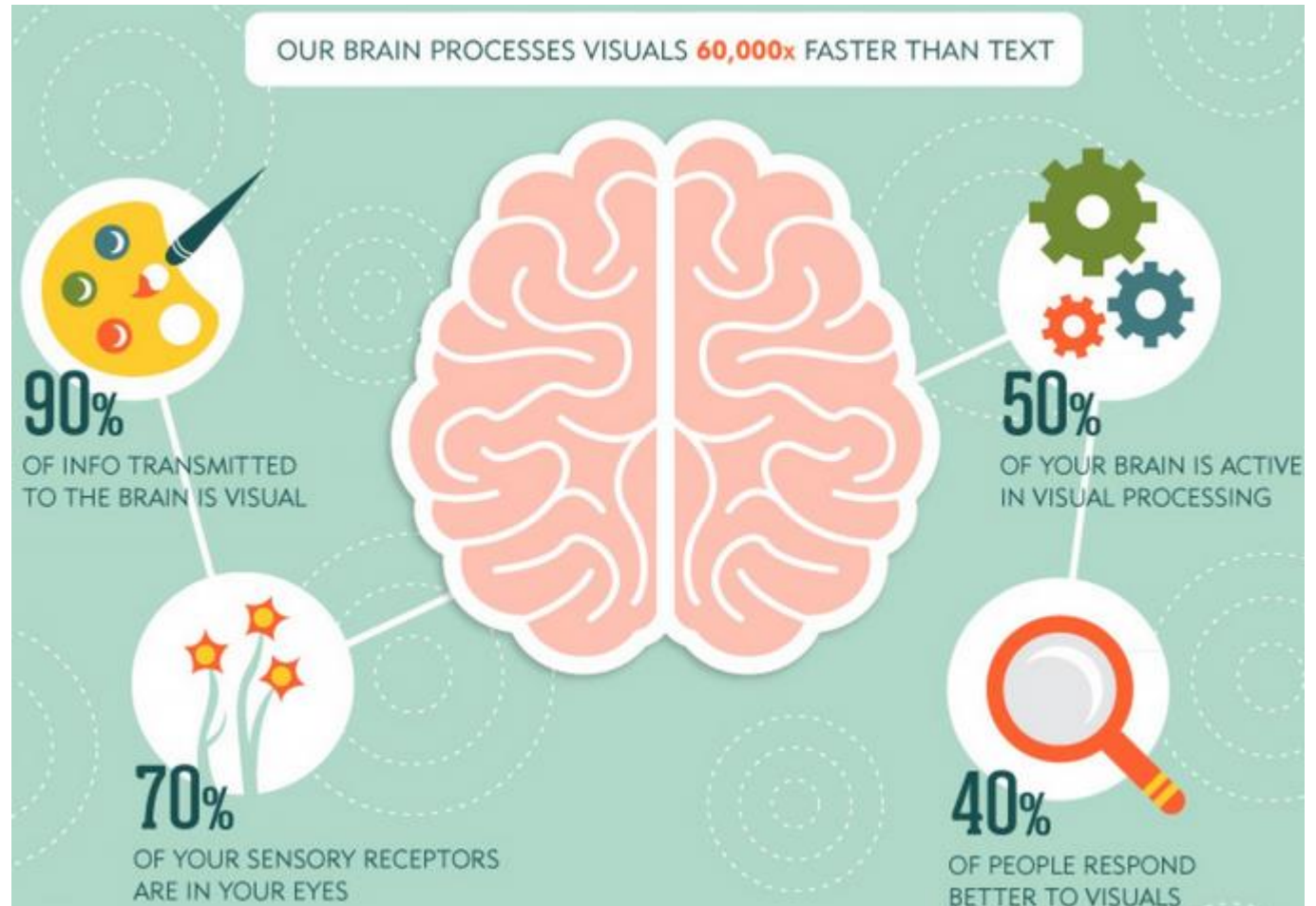
- ❖ Develops the ideas outlined in the introduction

Conclusion

- ❖ Summarize or highlight the main points you made
- ❖ End with a catchy phrase and leave the audience with a good impression

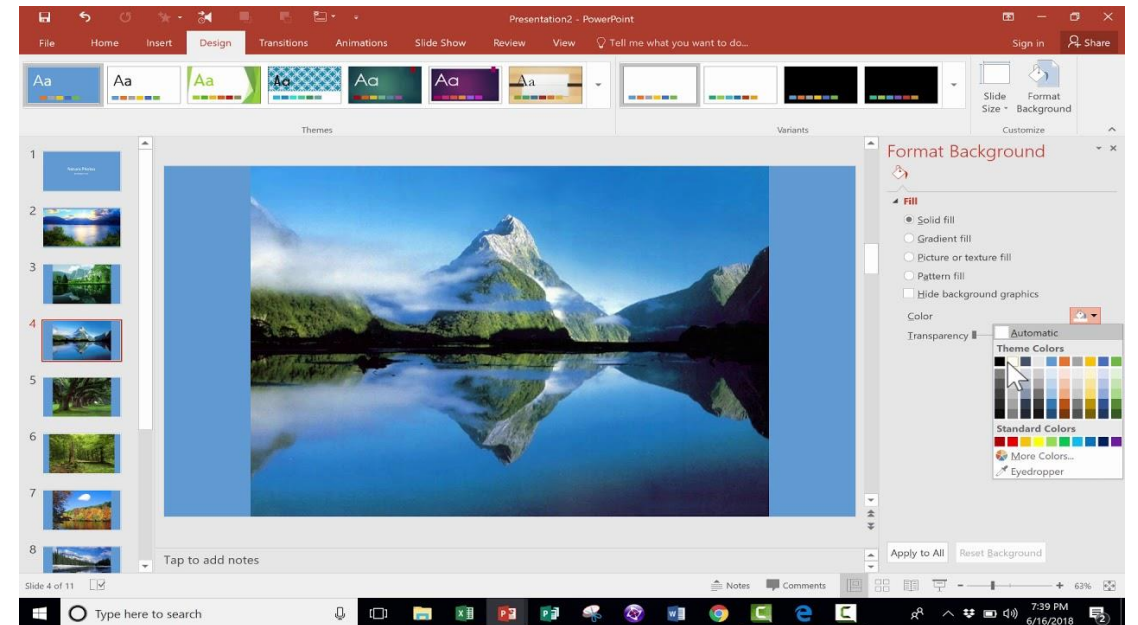
Visual Aids

- Using more pictures and diagrams than text, will help the audience to understand the content better

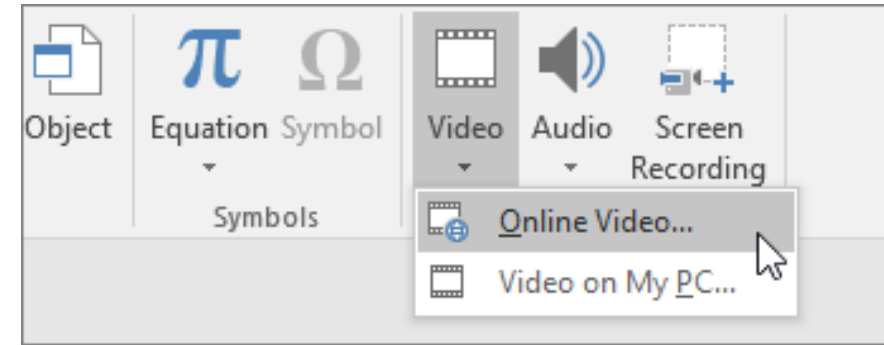


When using images ...

- Images should be relevant
- Quality of the image should be considered



When embedding videos...



- Consider the quality of the video
- Be mindful of the time duration

Tips for PowerPoint presentations:

- Avoid cluttered slides at all costs
- Select a clear font for the whole presentation
- Pay attention to the background color and the font color
- Use a font size of 20 or over: use a 36 point for titles and a 28 point for body text
- Keep the presentation consistent, e.g. background and style, font size
- Number the slides
- Proofread



Watch the video and pay close attention to the following..

- Body language
- Structure



Discuss the following

- Body language
- Structure



THANK YOU



<http://tutorials.istudy.psu.edu/oralpresentations/oralpresentations2.html>

<http://lcwu.edu.pk/oed/cfiles/Gender%20&%20Development%20Studies/Maj/GDS%20-%20305/PS-Week1-IntroductiontoPresentationSkills.pdf>