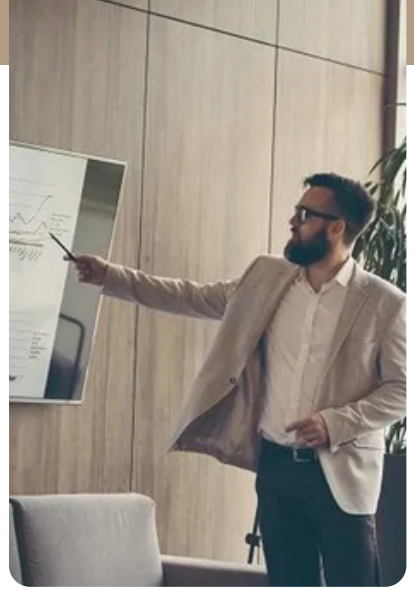
11 APRIL, 2023

Presentation Skills

today's topic



Presented by;

Group 04 — of Mr. **Moiz Ali**

*Designed by, **Muhammad Ammar***

The ability to speak effectively is an acquirement rather than a gift.

WILLIAM JENNINGS BRYAN

INTRODUCTION

Presenting effectively is essential for communicating successfully in the modern and competitive world. Many associate presentations with dullness, boredom, or stress. But it does not have to be that way. Presentations can be captivating and engaging, and they can help us achieve our goals, whether we are students, professionals, or entrepreneurs. This presentation will show you some key techniques and strategies to improve your presentation skills and make a lasting impression on your audience. Let’s get started and learn some practical tips to become a more skilled and confident presenter.

BY, MOIZ ALI

GOOD PRESENTATION' MISCONCEPTIONS

Nervousness

Nervousness indicates a lack of preparation

God-Gifted

Good presenters are natural-born, not made

Perfectionism

Delivering a good presentation requires more than perfection

Fluency

Effective presentation skills require fluent oral communication

Memorization

Your entire presentation should be memorized by you

BY, MOIZ ALI

IDENTIFYING PRESENTATION SKILLS

Importance

Effective presentations require identifying and applying the appropriate presentation skills for each situation.

Audience

The audience group is a key factor that influences the choice of presentation style and content.

Large Groups

For large audiences, the presenter should adopt a speaker-centered style that uses simple and clear slides to convey the main message.

Focused Groups

For structured and focused groups, the presenter should tailor the style and content to the specific needs and expectations of the group, with more detailed slides.

Small Groups

Here, the presenter should use an interactive and audience-centered style that encourages participation and feedback.

Styles

Presentation styles can be categorized into three zones: the **cool zone**, the **hot zone**, and the **dull zone**, depending on the level of audience interest and engagement.

BY, BILAL AHMED

Presentation Styles

Presentation styles can be categorized into three zones

01

The Cool Zone

Disinterested audience that needs to be captivated, such as by storytelling, humor, or surprising facts.

02

The Hot Zone

An excited audience that needs to be sustained, such as by, asking questions, providing examples, or using visuals.

03

The Dull Zone

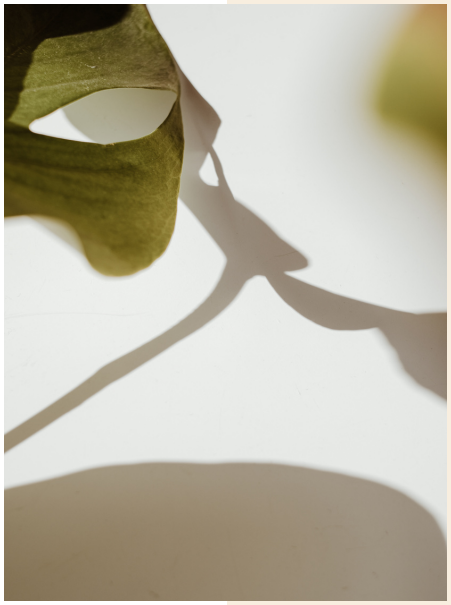
A boring presentation that needs to be energized by changing the tone, pace, or volume, using gestures, or moving around.

BY, **MUHAMMAD AMMAR**

LED BY, **MOIZ ALI**

PREPARATION *and Practice*

INITIAL STAGE



Background

Explain why your topic is important and interesting for the audience.

Research

Highlight the key facts and evidence that support your topic and argument.

Clear Objectives

State the purpose and goals of your presentation and what you want to achieve.

CHOOSING STYLE

Narrative

The narrative style of presentation tells a story that is engaging and memorable. It uses anecdotes, examples, and personal experiences.

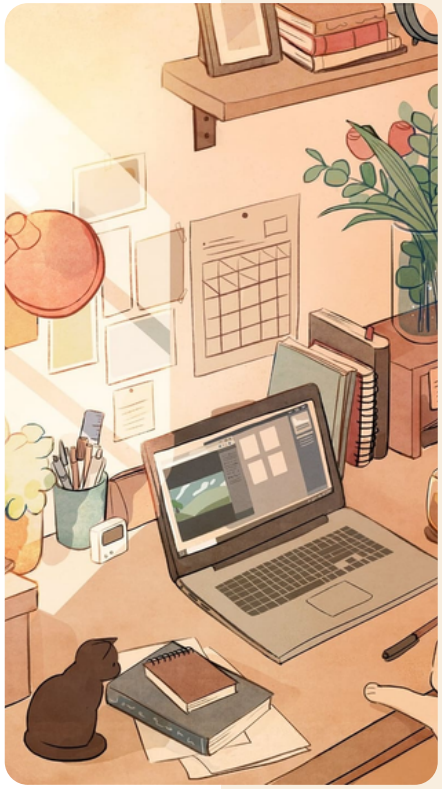
Deductive

This style of presentation presents a logical argument that is backed up by evidence and facts. It starts with a premise and follows a clear structure to a conclusion

Descriptive

A descriptive style of presentation provides detailed information about a topic or situation. It uses sensory language to create a vivid picture for the audience.

PRACTICE



Auditory Review

Audio Listening

Listen carefully to audio recordings of your presentation to identify areas for improvement, and take notes on what worked well and what didn't.

Transcribtion

Transcribing audio recordings can help identify filler words, pauses, and other speech patterns that can be improved upon in future presentations.

Visual Review

Body Language

Pay attention to your body language during the presentation, including your posture, facial expressions, and movements.

Hand Gestures

Use hand gestures to emphasize key points and make your presentation more dynamic. Practice using gestures that are appropriate to your message.

GETTING STARTED

01
Confidence

02
Spontaneity

03
Coordination

04
Interaction

05
Q/A Sessions

06
Looks

BY, SAMI-ULLAH

DELIVERING PRESENTATION

Introduction

Introduce yourself with your name, role, and background. State the topic, purpose, and main points of your presentation.

Body Language

communicate confidently and persuasively with your verbal, vocal, and visual cues. Match your words, tone, and gestures to your message.

Body Language Tips

stand straight and keep your head high to show confidence. Avoid awkward gestures like fidgeting, crossing arms, or touching face. Don’t look down or away from the audience. Speak in a clear and audible voice.

Voice and Tone

Use a pleasant tone that expresses your enthusiasm and interest in the topic. Inflect your voice by raising and lowering it to avoid monotony. Speak at a moderate pace of 125–130 words per minute.

BY, USMAN JANJUA

QUALITIES OF SKILFUL PRESENTER

Confidence

A skillful presenter exhibits confidence and poise in front of an audience, which helps to captivate the audience and retain their attention.

Preparation

A skillful presenter invests time and effort in preparing and rehearsing their presentation, which helps to ensure that they deliver the content proficiently.

Clarity

A skillful presenter communicates clearly and effectively, using audience-appropriate language and avoiding obscure jargon.

Adaptability

A skillful presenter is adaptable and able to modify their presentation style and content based on audience feedback and engagement.

Passion

A skillful presenter demonstrates passion for their topic, which helps to enthuse the audience and create a memorable presentation.

Power Pause

A skillful presenter uses Power Pause, which involves creating a few seconds of silence during the presentation, to emphasize a point, create suspense, or regain the audience's attention.

BY, OSAMA NISAR

CAPTURING ATTENTION

Humor

Break the ice and connect with your audience using humor that is relevant and appropriate for your topic and audience. However, avoid using humor that is offensive, clichéd, forced, or unrelated to your message

Evidence

Use illustrations, facts and figures, and credible references to support your points and engage your audience. Cite your sources clearly and acknowledge any limitations or biases in your evidence

Tone

Show confidence and humility in your speech, and avoid sounding arrogant or condescending to your audience

Body Language

Communicate effectively with your audience using eye contact, gestures, movement, and clear visual aids

Smile :)

Relax and create rapport with your audience by smiling naturally and genuinely when appropriate

BY, MUNEEB AHMED

CLOSING PRESENTATION

Importance

The conclusion is a critical part of the presentation as it summarizes the main points, reinforces the core message, and creates a lasting impression on the audience

Structure

The conclusion should be memorable and tie together the presentation. It should include a brief summary of the key points, a restatement of the core message or thesis, a call to action or a recommendation, and a closing remark

Techniques

Use anecdotes or analogies to make your conclusion powerful and emotional

Reviewing

Remind your audience of what you covered and why it matters with different words

Gratitude

Thank your audience for their attention, participation, and feedback and invite questions

BY, MUNEEB AHMED

QUESTIONS HANDLING

Advanced Preparation

Anticipate possible questions based on your topics and prepare answers. Research your audience and their interests and concerns. Practice answering common or challenging questions.

Careful Listening

Confirm the question by repeating it back to the questioner. This shows that you are paying attention and clarifies the question. It also gives you time to think of an answer.

Buying Time

Ask for a moment to think if you need to formulate your response. Use filler words or phrases like “That’s a good question” to avoid silence.

Being Concise

Answer the question directly and briefly, without rambling or digressing. Stick to the main point and avoid irrelevant details.

Being Honest

Admit if you don’t know the answer and offer to follow up later. Don’t try to bluff or evade the question.

BY, GUL-SHAIR SHAKEEL

SPEECH PRESENTATION

Defining the Purpose

Communicate your main message and take away clearly and concisely to your audience. Your purpose should guide your speech content, structure, and delivery. It should also align with your audience's goals and interests.

Knowing your Audience

Understand your audience's needs, interests, and expectations and tailor your speech accordingly. Analyze your audience's demographics, background, knowledge, and attitudes. Use appropriate language for your audience.

Visual Aids

Enhance your speech with engaging and relevant visuals such as graphs, images, or videos.

Practice

Speak confidently and fluently, control your tone and pace, and time yourself accurately.

Engage Audience

Interact with your audience, ask questions, and invite feedback to keep them interested and involved.

BY, GUL-SHAIR SHAKEEL

GROUP 04
The End
Hope you may have had a wonderful time!