

Unit - 3

Presentation: The act of giving or showing something to somebody. A presentation conveys information from speaker to an audience.

Warm Up before facing audience: Warming up before a presentation can help one to reduce ~~and~~ anxiety and perform much more better during the presentation.

Things to do while warming up for presentation are:

- ① Deep Breathing: It lowers your blood pressure and improves heart rate. If you are not breathing, that's when you are talking too fast or too many filler words like 'um', 'ah', etc.
- ② Resonance tone-ups: Resonance tone-ups will prevent you from being monotone.
- ③ Projection arm swings: Swing your arm around at the bottom of the swing, and say 'Ha!'.
- ④ Tongue Twisters: Recite tongue twisters to practice your articulation.
- ⑤ Muscle Isolation: Tense up different parts of body and release. It will help you release tension and help you relax.
- ⑥ Facial Warm Ups: You can rub your face, make funny faces to loosen your facial muscles and prepare to speak.
- ⑦ Stretches: Loosen up and be comfortable to move your arm freely while you present.

Tips for effortless presentation: One of the ~~mg~~ major elements of a presentation is the slides. The significant qualities which should be in a slide are:

- * limited keywords.
- * Include audio or visuals
- * Don't use complex table
- * Use graphs, charts to explain content better.
- * Add images & animations
- * Give proper references.

Things to consider before delivering a presentation:

① Set your objective clearly:

① Objective: Set your objective clearly.

② Audience: Know your audience, their level of expertise, and type of speech appropriate for them → formal or informal.

③ Visual Aids: Create visual aids to clarify and strengthen your message.

Try to create your presentation interesting and not monotonous.

④ Venue: Get to know the venue before the presentation to get accustomed to the surrounding.

⑤ Clothing: Dress properly according to the theme of the presentation. Avoid standout to ~~avoid~~ distraction.
eliminate

⑥ Culture: Be aware of difference of culture, belief and custom.

Be careful while making any comment.

To be a good presenter:

- ① Be prepared: Make sure everything is prepared perfect & before you speak.
Plan out your presentation from start to end.
- ② Believe in yourself: Build confidence by mastering all materials & memorising all important points.
- ③ Interact with your audience: Do not ignore your audience. A good presentation is like a conversation.
Keep their interest by asking questions and responding to their reactions.
- ④ Know your audience: Connect with ~~the~~ your audience. Be aware of their level of expertise, culture, beliefs and customs.
- ⑤ Be concise: Don't waste time giving long introduction or unnecessary points.
Keep sentences short, simple and interesting.
- ⑥ Manage Your Time: Punctuality is very important.
Make sure to use your time effectively.
- ⑦ Take your time: After delivering really important point, let the audience absorb before you move on.
- ⑧ Prepare good visuals: Make sure everything is seen clearly. Put interesting charts, quotes & animations to retain attention.
- ⑨ Don't compete with the visuals: Give the audience time to look at the visuals. Point out the relevant parts of the visual as you speak.

⑩ Keep alert and flexible : Adjust presentation according to the situation
Be mindful of ~~technical~~ unexpected circumstances
eg → blackout, technical failure.

⑪ Antcip Anticipate and Manage questions : Provide opportunity to answer questions and respond comments from the audience. ~~Th~~ Treat them as an opportunity to deliver your message better.

⑫ Make a strong finish : Slow down and lower your voice as you near the end of presentation. State your final words clearly and slowly.

⑬ Be yourself : Develop your own style and speak naturally.

Role of Audio Visual Aids in Presentation :

Visual Aids : Visual aids are items of visual manner, such a video, graph, photo, etc to in addition to spoken information. Visual aids are ~~th~~ chosen depending on their purpose such as →

- * summarise info
- * clarify and show examples
- * create impact.
- * emphasise
- * make a point memorable
- * engage ~~auder~~ audience.

Types of visual aids: There are a variety of visual aids to available. You should choose one which matches your needs and suits your presentation and audience.

① Powerpoint: It is widely used to create presentation as it is very simple to use. You can insert a range of visual items to improve audience focus.

- * Use large font size
- * Avoid too much text on a page (slide)
- * Put one key point on each slide
- * Use bullet points to summarise key points.
- * Avoid too many fonts.

② White board: Whiteboards can be useful to explain about stuff such as order of a process, creating diagram. They can also be used to write headings, audience suggestions, etc.

③ Handouts: Handouts are papers that contain key information about the presentation. It reduces information from the slide, hence less notes to put down.

④ Video Clip: Using videos are a great way of engaging audience. Using video brings emotion, interest in the presentation.

- * Avoid long videos.
- * Use only relevant parts of video.
- * Inform audience how long the video will last.

Signposts: Signposts are words or phrases that guide the listener during a presentation. They let the listener know what has happened so far and what is going to happen next.

Signposts are divided into 3 sections →

- ① Signposts for introduction
- ② " " middle
- ③ " " conclusion

① Introduction:

* Introducing Yourself

Hello everyone, My name is () and I am (). Thanks for coming.

* Introducing Topic

Today I'm going to give an overview about ...

② Middle:

* Introduction

I would like to start by ...

* Finishing a section and starting new section

Having discussed ... I would like to move on ...

* Expanding

I would like to expand on ...

③ Conclusion:

* Summarizing

~~To summarize, I would like~~

Finally, let's summarize some of the main points.

* Finishing and saying goodbye

I would like to thank you for your attention. If you think of any further questions, feel free to contact me.