

Presentation skills are what everyone needs to learn for the following reasons:

Practical benefits: Almost every one of us will be involved in making a presentation of some kind at some point in our life, so we need to be prepared to do a good job when that time comes.

Academic benefits: Students may be required to make presentations in oral English class or oral defense. Researchers may present papers at seminars or conferences.

Professional benefits: Employers consistently rank presentation skills and communication skills as the top skills they look for in employees.

To summarize, being an effective public speaker gives you the tools to make a big difference in your academic community, in business, and even in the world. Presentation skills not only develop your confidence in front of audience, but also improve your ability to think quickly.

Differences between conversation and presentation:

A presentation is less fluid and interactive than a conversation.

The next difference lies in the distance between you and the audience.

In addition, a presentation has a specific agenda.

Here are a few tips that will help you to lessen your speech anxiety:

Prepare well for your speech

Recognize the importance of introductory remarks

Learn how to relax

Visualize yourself speaking successfully

Utilize notes/outlines

Practice

Objective of presentation

inform, instruct/explain, persuade, inspire

Common organization patterns

description/enumeration, comparison/contrast, cause/effect, problem-solution

What makes up a good conclusion?

1. make a summary

2. present an ending

3. give recommendations

4. thank the audience

5. invite questions

Visual aids for small-scale presentations: Flip charts, Posters, Handouts, PowerPoint

An effective visual aid:

1. emphasizes important results or relationships

2. compresses large volumes of data

3.illuminates the focal point of your presentation

4.encourages analysis and discussion

Using nonverbal language

More than half of your impact as speaker depends on your nonverbal communication or body language.sometimes, your messages can be delivered more clearly through your nonverbal behavior than through your words.

Body language in a presentation comprises eye contact, gesture, movement, posture and your personal image.

positive body language can help you :

1.build credibility

2.express your emotions

3.connect with your audience