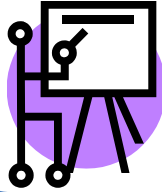
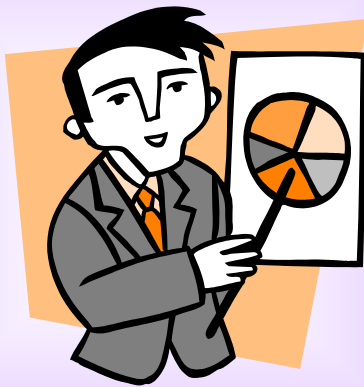




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Good Presentation

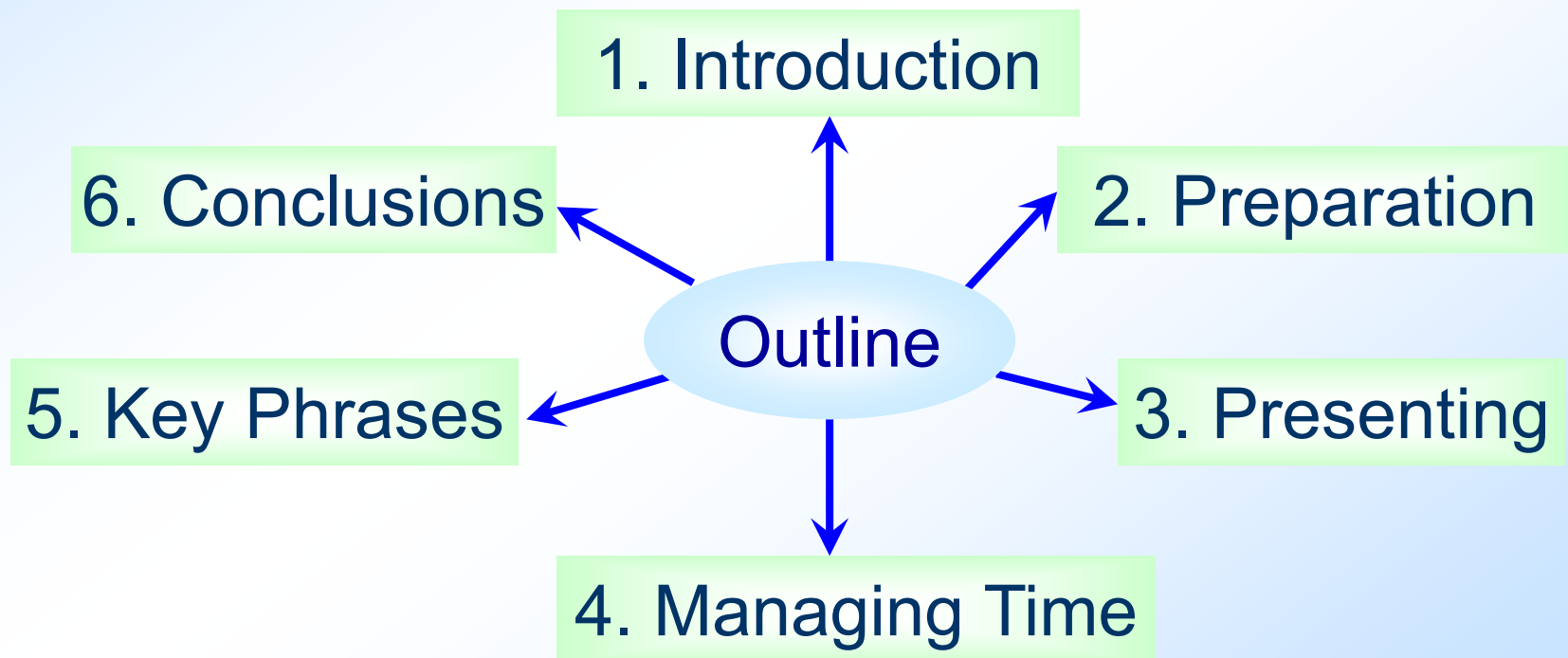


Dr. TING Tiew On
EEE, XJTLU

Date: 11th March, 2013



Presentation Outline



1. Introduction

- Good presentation is a skill not a talent
- Presenting is a skill developed through experience and training.
 - “Great speakers aren’t born, they are trained”

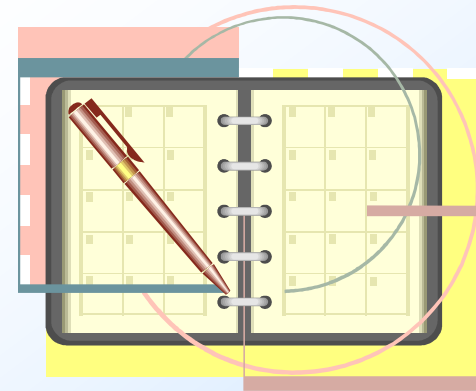


1. Introduction

- It is important to furnish this skill for future undertakings
- A good presentation gives a lot of satisfaction to both presenter and audience

2. Preparation

- Research
 - Know your topic and your audience
 - Use more than one source
- Create an outline
 - Purpose, method & results
 - Start with the major points
- Practice makes perfect
 - Self → Peers → Outsiders



3. Presenting

➤ Appearance

- First impressions influence the audience's attitudes on you. Dress appropriately for the occasion.

➤ Start by greeting the audience

- Use proper greetings (good morning...)
- Usually addressing the most important person first



3. Presenting

➤ Introduction

- Always introduce yourself / organization
- Briefly explain the topic and the purpose of your presentation

➤ Speaking

- Speak loudly, clearly and fluently
- Never read your presentation, this is boring and you will lose the attention of your audience.

3. Presenting

➤ Be enthusiastic

- Be enthusiastic about your presentation and remember to smile
- Smile will help to relieve some of the stress

➤ Make eye contact

- Remember to make eye contact with your audience
- Starring at a particular audience is intimidating

3. Presenting

➤ Posture

- Stand upright to show your confidence
- Don't pace up and down but don't stand rigid

➤ Ending

- at the end of your presentation, thank your audience for their time.
- invite the audience to ask questions.

4. Managing Time



- Start promptly and keep within your time frame.
- Plan how long you're going to spend on each point and keep to these time range.



4. Managing Time



- Don't digress
- Don't labour a particular point
- Remember to leave enough time for questions afterwards.

5. Key Phrases

➤ Introducing

- Good morning/good afternoon ladies and gentlemen, my name is...
- The subject/topic of my presentation is...
- In my presentation today I shall be dealing with...
- What I'm going to talk about today is...
- I'd like to give you a brief overview of...
- The reason why I'm here today is to talk about...

5. Key Phrases

➤ Why you are giving this presentation

- The **purpose** of this presentation is ...
- This is **important** because ...
- My **objective** is to ...

5. Key Phrases

➤ Structuring

- I've **divided my talk into** (four) main sections...
- My presentation will be in (three) parts...
- Let's **start / begin with** ...
- First of all / firstly, secondly, third, then, after that, lastly / finally

5. Key Phrases

➤ Referring to visuals

- As **you can see from** the table (pie chart, graph, diagram, flow chart, pictogram...)
- If you **take a look** at the graph here...
- I'd like to **illustrate** this by showing you...

5. Key Phrases

➤ Moving on to a new point

- What I'd like to talk about now/next is...
- Now I would like to describe...
- Now let's **move on to the next point** which is...

5. Key Phrases

➤ Giving more details

- I'd like **to expand on** this aspect/problem/point
- Let me **elaborate on** that
- Would you like me to expand on/elaborate on that?

5. Key Phrases

➤ Conclusion

- I'd like **to recap** the main points of my presentation
 - first I covered...
 - then we talked about...
 - finally we looked at...
- I'm going **to conclude by**... saying that / inviting you to / quoting ...
- I'd like to **conclude** by saying....

5. Key Phrases

➤ Thanking the audience and questions

- Thank you for your attention
- I hope you have found my presentation useful
- Finally, **I'll be happy to answer** your questions.
- Now **I'd like to invite** any questions you may have.



6. Conclusion

- A good presentation demands sufficient practices
- Presentation takes a great deal of dos and don'ts
- Time is an important asset in presentation
- Some phrases can be memorized for smoother flow of presentation

Q & A

