

The background features a large white circle in the center, partially overlapping a light blue rectangle on the left and a light pink rectangle on the right. A large, solid dark blue shape is positioned at the bottom, also overlapping the white circle.

# **BASIC PRESENTATION**

# AGENDA

Introduction

Building confidence

Engaging the audience

Visual aids

Final tips & takeaways



# **THE POWER OF COMMUNICATION**

# OVERCOMING NERVOUSNESS

Confidence-building strategies



# ENGAGING THE AUDIENCE

- Make eye contact with your audience to create a sense of intimacy and involvement
- Weave relatable stories into your presentation using narratives that make your message memorable and impactful
- Encourage questions and provide thoughtful responses to enhance audience participation
- Use live polls or surveys to gather audience opinions, promoting engagement and making sure the audience feel involved



# **SELECTING VISUAL AIDS**

Enhancing your presentation

# EFFECTIVE DELIVERY TECHNIQUES

This is a powerful tool in public speaking. It involves varying pitch, tone, and volume to convey emotion, emphasize points, and maintain interest.

- Pitch variation
- Tone inflection
- Volume control

Effective body language enhances your message, making it more impactful and memorable.

- Meaningful eye contact
- Purposeful gestures
- Maintain good posture
- Control your expressions

# NAVIGATING Q&A SESSIONS

1. Maintaining composure during the Q&A session is essential for projecting confidence and authority. Consider the following tips for staying composed:
2. Stay calm
3. Actively listen
4. Pause and reflect
5. Maintain eye contact

Know your material in advance  
Anticipate common questions  
Rehearse your responses





# SPEAKING IMPACT

Your ability to communicate effectively will leave a lasting impact on your audience

Effectively communicating involves not only delivering a message but also resonating with the experiences, values, and emotions of those listening



# DYNAMIC DELIVERY

Learn to infuse energy into your delivery to leave a lasting impression

One of the goals of effective communication is to motivate your audience

Metric	Measurement	Target	Actual
Audience attendance	# of attendees	150	120
Engagement duration	Minutes	60	75
Q&A interaction	# of questions	10	15
Positive feedback	Percentage (%)	90	95
Rate of information retention	Percentage (%)	80	85

# FINAL TIPS & TAKEAWAYS

- Consistent rehearsal
  - Strengthen your familiarity
- Refine delivery style
  - Pacing, tone, and emphasis
- Timing and transitions
  - Aim for seamless, professional delivery
- Practice audience
  - Enlist colleagues to listen & provide feedback
- Seek feedback
- Reflect on performance
- Explore new techniques
- Set personal goals
- Iterate and adapt

# SPEAKING ENGAGEMENT METRICS

Impact factor	Measurement	Target	Achieved
Audience interaction	Percentage (%)	85	88
Knowledge retention	Percentage (%)	75	80
Post-presentation surveys	Average rating	4.2	4.5
Referral rate	Percentage (%)	10	12
Collaboration opportunities	# of opportunities	8	10

# THANK YOU

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