

LONG

* PRESENTATION SKILLS :-

Definate of Presentation ~~Skills~~ :-

"A structured, prepared and speech based means of communicating information or ideas to a group of interested people in order to inform or persuade them."

Why presentation Skills Training :-

- To properly structure your presentation.
- To overcome nervousness.
- To develop powerful body language.
- To deliver effective presentation.
- To ~~delivers~~ eff learn what not to do during presentation
- To design and use visual aids effectively.

Steps needed to make an effective Presentation :-

For delivering an effective presentation we need to take the following steps:-

- 1) Planning
- 2) Preparation
- 3) Delivery

1) • Planning:-

→ What is the purpose of your presentation:-

“The main purpose of a presentation is to inform your presentation must be well prepared in order to be able to give information to the audience properly.”

Planning (cont) :-

- Design your message
- Organize your material
- Design the look of your presentation
- Create the slides.

→ Steps of Planning

Step 1: List your objectives :-

- Why are you making this presentation?
- What do you expect to accomplish?

Step 2: Focus on the audience :-

- Who are they?
- Focus on what your audience needs to know not-what you know.
- Consider audience's level ~~the~~ and interest.
- Decide what you want the audience to do, as a result of your presentation.

Step 3:- Determine the message :-

- Tailor the points to the audience's technical level information needs and interest.

- Modify the presentation for each new audience.



Convey your message to the
point.

2) • Preparation:-

Fundamental rules for presentation are :-

1) Subject of Presentation :-

a) Decide your message in advance.

b) Have a strong conviction on what you want to talk.

2) Organize your points logically :-

a) What to say at the beginning?
How to open your opening?

b) What you deal in the middle?

c) How to close?

3) Rehearse in private :-

You need to practice delivery of presentation.

Because, "Practice makes a person perfect".

4) Keep Notes to a minimum :-

a) If necessary, use index cards.

b) Jot down the main points.

A Presentation skill how to overcome fear of Public speaking :-

- Prior and proper Preparation prevents poor performances of the person putting on the presentation.

Don't be Afraid :-

Sometimes an audience may seem intimidating.

But always remember they are also people like you.

"Imagine that you are addressing your friends."

Try To conquer nervousness :-

Try To minimize your

stage-fear.

Take deep breath and try relax.

If required, drink little water.

Concentrate on topic and not the audience.

, lasers stop"

→ Organizing your Delivery
General Tips :-

- Announce your topic clearly.
- Give an outline of your presentation in your introduction.
- State your objectives upfront.

3) Delivery :- ^{"Delivery is referred to the way in which you actually present or performed your message"}

The eyes

Expression

The voice

The body

→ Organizing your Delivery the opener:-

"Tell them what you are going to tell them"

- Set the tone
- Capture your audience's attention
- Build rapport
- Tailor your opener to your audiences.

The Opener :-

1) Introduction

a) Start with a bang to get attention.

- start with an ice-breaker

such, story, joke or a quotation.

- Be warm and friendly

- Provide facts and ~~friendly~~ figures.

- Throw out a question.

Organizing The delivery (Middle) :-
"Say it"

→ Organize the presentation around main aspects of the subject's

Body of Presentation :-

- Maintain good eye contact

- Vary your speaking volume use pauses.

Do not read your presentation.

Don't stand between the audience and the slides

-> Tips on visual aids:-

- Are the visual aids easy to read and easy to understand?
- Can they be easily seen from all areas of the rooms?

• The eye:

Positive eye contact helps your build rapport with your audience and keeps them engaged with your presentation.

• The voice:-

To communicate a message effectively, you need to use your voice properly. Your voice is a very flexible and powerful voice should not be too fast, too high, or too slow.

-> Body language during presentation

- Smile
- Make eye-contact
- Do not lock your arms
- knees unlocked, head up moves contact with the audience
- breath and relax.

Organizing the close:

"Tell them what you have told them".

Reiterate the theme

Summarize message

Repeat key points

Ask for Action.

End on a positive note.

Why Visual:-

Visual are

powerful tools because they:-

increase understanding

> Save time

> Enhance attention

> help control nervousness.

Define Presentation Skills:-

They are the skills you need in delivering effective and engaging presentation to a variety of audience.

These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey.

The Expressions:-

- Use simple words.

- Delivers your message in simple manners.

Your message should be ~~relevant~~ relevant. ~~as~~ convey to the point. Talk.

- Your message is expressive and attractive.

Just ~~and~~ grasp the audience's attention.