

Day 2 MISSION REPORT

make impactful presentations.

→ It will help you make an effective presentation.

→ learn to how to plan, prepare & present a presentation which will leave a lasting impression on the audience.

Target Audience:

→ For Undergraduates.
Seeking Employments
looking for professional
and Entrepreneurs.

Course Content

→ presentation?

→ 5 W's of presentation

→ Designing Effective presentation.

→ Do's & Don'ts of making presentation.

→ Handling questions

Before Creating a presentation. go through these 5 W's

→ What

→ Who

→ Why

→ Where

→ When → In weekend for more audience.

→ make do with a few slides.

→ The more the No. of slides more complex it gets & the attention of participants is lost

→ Keep the number of slides to the minimum.

Few words

- Use a single word or sentence rather than elaborate
- Look at the example to understand better.

Simple language

- Jargon & Slang should be avoided
- The language used should be understood by all
- Avoid using short forms.
- Abbreviations that are used in a particular sector may not be understood when you are making a presentation to people from other sectors.

Few images per slide

- Adding too many images will cause confusion & distraction.
- The presenter & the audience may lose their flow of thought.

One thought per slide

- Cover a single sub-topic in a slide
- Do not overlap sub-topics in the same slide.

Effective use of Quotations

- Effective quotations can do the trick for conveying messages faster & in an efficient manner.
- This helps reduce the no. of slides & gets the audience thinking.
- Remember to give credit to the author.

Final slide

- Include an FAQ where relevant.
- End with thank you.

Readable font

- No one likes to strain their eyes while reading the content in a presentation.
- The size & font type should be readable even from the end of the room.
- Use italics & bold for emphasis.

Avoid all upper case

- Typing in upper case is considered as shouting in the internet language.
- Use of all ~~set~~ upper case in a sentence makes it look jumbled & difficult to read.

Attractive Slides

- Use templates matching the need of the topic / subject.
- There are many ready to use templates available online for medical, finance, sales, etc.
- Be careful to pick & choose based on the audience.

Use images to simplify

- Images speak louder than words while explaining complex scenarios.
- Try & use images or flow charts to simplify the subject.

Sound & Animation

- Do not use unnecessary sound & animation in the presentation.
- This may lead to confusion in understanding the topic.

Background

- It should be simple.
- Avoid slides with dark text on dark Background, Avoid light text on light Background.
- Text & Background Colors should complement each other.

Use Visual Aids:

- Aids like charts, Spreadsheet, illustrations & diagrams are used to assist in creating effective presentations.

→ make an effective presentation.

Prepare Before the presentation

- make the notes
- Rehearse the presentation
- Gather all the materials
- Feedback.

Different methodologies can be followed on the occasion

- formal Conference
- Knowledge transfer
- Team meeting
- Brain storming.

Formal Conference

- To use Podium or walk around
- To use microphone for large Audience
- Preferable use Collar mike
- Use a remote control unit to navigate slides.
- Make sure you are formally dressed.

Knowledge transfer

- Typically follows a classroom arrangement
- Size of the Audience is small Can be controlled.

Team meeting

- less formal Setup.
- Conducted in a Board room.
- Presentation along with a discussion session
- microphone usually not required
- You may use a white Board / flip chart, markers since the meeting will have Exchange Ideas.

Brain storming

- lot of discussion around the presentation.
- slides are minimal
- Be prepared with your research notes on the subject
- keep the white board / flip chart, markers.

Do's

→ Before

- Arrive Early
- Check Seating Arrangement
- Keep prompt Card ready
- proof read
- Have Handouts ready

During

- maintain time
- Explain the points with Anecdotes
- Aware of Body language
- mention time to handle Questions
- maintain Eye Contact
- use humour.
- check on tone, pace & volume of your voice
- Have an interactive introduction.

Don'ts

- Don't read directly from slides
- Don't use too much jargon.
- Don't use too many short forms
- Don't have inappropriate pauses.
- Don't be noted to one place
- Don't use small fonts
- Don't Apologize unnecessarily.

Handling questions.

→ Food for thoughts

- create a presentation for your team on the safety measures to be followed on the monsoon trek.

Hints

- The 1st slide must state the topic only.
- state the objectives in a text box on the next slide
- use the topic as the header for each slide
- start a subtopic on a fresh topic
- use Calibri font size 24/26/28 depending on content
- use bullets
- use pics from Internet.

Python - Day 2 REPORT

- Most Basic HelloWorld App
- It will use a function which is the print function
- open up the python file
- Name it project.
- then the parenthesis.
- logic Behind the programming.
- write down the instructions to the Computer.
- 1st Aspect Important in which you to write down functions

→ Function Hello

Program:

```
print("hello")  
print("My name")  
print("is")  
print("someone")
```

Output:

```
hello  
My name  
Someone
```

Process finished with Exit Code 0.

Datatypes in python

None → Null (informally)

Numeric → int, float, complex, bool

- list
- tuple
- set
- string
- range
- Dictionary (map)

Example: num = 2.5 (float) `5`

`type (num)`

`Class 'float')`

`num = 5`

`type (num)`

`Class 'int')`

`num = (a + bj)`
`= 6 + 9j`

`type ('complex')`

`a = 5.1`

`b = int(a)`

`type (b)`

`Class 'int')`

`b`

`5`
`K = float(b)`

`K`

`5.0`

`K = 6`

`c = complex(b, K)`

`c`

`5 + 6j`

bool (boolean)

→ It's a true or false

Sequence { List
tuple
set
string
Range

1.
Dictionary:

→ Index Numbers Key

→ All key has to be unique

program

```
d = {"name": "Naveen", "Samsung", "raheem"; "Iphone", "kiran"};
```

d.keys()

'name', 'raheem', 'kiran'

d.values() ['Samsung', 'Iphone', 'oneplus']

→ how python works in simply giving orders to a computer and the computer gives the answer.

Variables in python

→ Two types.

→ tags that up.

hello world is a string

→ Simple text

Asking for Car

print("hell. mr.jack")

print("I am very interested by your car is it real")

print("Who mr.jack is your house older than 20 years old")

print("Thank you mr.jack")

→ Identify the Variables

→ name of the variable.

→ Mr.jack is the 1st variable.

Object (is . thing data called Core.

Change the color.

Variable is object

Object one color is red

~~Var~~. Fourth Variable is house

object -> age = "20 years old"