

PRESENTATION SKILLS

by

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Presentation Skills

- A presentation is an opportunity to communicate your point of view or ideas to an audience. This can be informal or formal, impromptu or prepared, individual or group.
- The truth is, nobody is born a good speaker – good speaking is learned and takes a great deal of hard work.

Presentation Skills

- **Selection of the topic**
- **Preparation of the presentation**
- **Know the knowledge level of the audience**
- **Learn your audience's demographics**
- **Appearance and physical actions**
- **Use of voice**

Presentation Skills

- **To be a good speaker, be a good listener**
- **Analyze the audience**
- **Gather the information**
- **Know what does the audience expect of you**
- **Know the level of language and style to be used.**
- **Time management**

Presentation Skills

- **The location of meetings and the facilities provided will have a major bearing upon your ability to give an interesting presentation.**
- **If you have video, slide, audio, and overhead projector facilities, you will be able to illustrate your report better.**

Presentation Skills

- Write a draft and read it aloud.
- The first draft should contain the three basic elements:
 - ❑ The introduction
 - ❑ The discussion
 - ❑ The conclusion

Presentation Skills

- Limit the main points
- Connect the ideas
- Engage the audience
- Arouse interest
- Build credibility

Presentation Skills

- Pose an unanswered question
- Use appropriate humor
- Quote a recognized expert
- Appeal to solve a common problem

Presentation Skills

- **Rehearse your speech at least 4 times, if you really want to make a fantastic presentation.**
- **So, practise, practise, and practise again.**

Presentation Skills

- **Interacting with the audience**
- **Using nonverbal cues**
- **Helping the audience stay focused**
- **Restate the main points**
- **Describe the next steps**

Presentation Skills

- Confidence
- Sincerity
- Thoroughness
- Friendliness

Presentation Skills

- **The communication environment**
- **Personal appearance**
- **Posture**
- **Walking**
- **Facial expressions**
- **Gestures**

Presentation Skills

- Don't rush
- Maintain eye contact
- Control your posture
- Use appropriate gestures
- Vary facial expressions
- Control your voice

Presentation Skills

- **Focus on the questioner**
- **Respond appropriately**
- **Maintain control**
- **Motivate questions**
- **Conclude the speech**

Presentation Skills

- Use your body language appropriately
- Be relaxed and natural
- Look at listeners
- Avoid excessive physical movement
- Use visuals when appropriate
- Keep control even when faced with hostile questions

Presentation Skills

It's natural to feel nervous

- **Even after you have practiced constantly, you will still probably feel nervous when you finally get out there in front of your audience.**
- **The following pointers might help to ease your nervousness and will make the experience much more pleasant:**

Presentation Skills

- ✓ **When you feel nervous, take a deep breath, hold it. Then let it out with a confident smile. You will be amazed at how this helps to calm your nerves.**
- ✓ **Pause to take deep breaths.**
- ✓ **Look at your audience.**
- ✓ **Use gesture appropriately, move your arms around to demonstrate your points.**
- ✓ **Respond to the looks and body language of your audience.**

Presentation Skills

- ✓ Say to yourself, 'I have something of value to say, and these people love to listen to me'.
- ✓ Dress one level better than your audience is dressed – this gives you further confidence and makes you look professional.
- ✓ Leave yourself with plenty of time – don't rush about.
- ✓ Be early.

Presentation Skills

- ✓ **Eat and drink only lightly.**
- ✓ **Have a glass of water by your table.**
- ✓ **Speak slowly, clearly and with impact.**
- ✓ **Project your voice to reach the back row of the audience.**

Thanks !

