Day 2 : Deliver Presentations with Impact

◆ **Course Overview**

Yeh online course aapko ek effective presentation banane, plan karne, prepare karne aur present karne mein madad karega jo audience par accha impression chhodega.

◆ **Target Audience**

Yeh course kis ke liye hai:

- Undergraduates jo job dhundh rahe hain

- Working professionals

- Entrepreneurs

◆ **Course Content (Jo topics padhe jaayenge):**

- What is a presentation? (Presentation kya hoti hai?)

- The 5 W's of a presentation (Who, What, When, Where, Why)

- Designing effective presentation

- Do's and Don'ts of making a presentation

- Handling questions (Audience ke questions kaise handle karein)

- Summary (Pura course ka sankshipt roop)

◆ **Course Information**

- Poora course **2 ghante** mein complete kiya ja sakta hai.

- Yeh ek **self-learning** module hai (slides ke form mein material diya gaya hai).

- End mein ek **assessment** hoga.

- Assessment complete karna **zaroori** hai course certificate ke liye.

Module 2 ;

1. Designing Effective Presentations

[cite_start]Before creating a presentation, consider the "5 W's": What, Who, Why, Where, and When.

- **Number of Slides:** Aim for a minimal number of slides to avoid complexity and maintain audience attention. [cite_start]Zyada slides se log bore ho jaate hain aur unka dhyan hat jaata hai.

- **Fewer Words:** Use a single word or sentence per slide and elaborate verbally during your presentation. [cite_start]Poora paragraph slide pe mat likho, bas main points likho aur unko samjhao.

- **Simple Language:** Avoid jargon, slang, and abbreviations unless you've introduced their full form first. Simple bhasha ka prayog karo jo sabko samajh aaye. [cite_start]Jaise, pehle 'Return on Investment' bolo, phir 'ROI' use kar sakte ho.

- **Limited Images:** Too many images can cause confusion and distraction, leading to loss of thought flow for both the presenter and the audience. [cite_start]Zyada photos mat daalo, confuse ho jaayenge log.

- **One Thought per Slide:** Each slide should cover only one sub-topic. Do not overlap sub-topics on the same slide. [cite_start]Ek slide par ek hi baat karo, mix mat karo topics.

- **Effective Use of Quotations:** Powerful quotations can convey messages efficiently, reduce the number of slides, and encourage audience thinking. Always credit the author. [cite_start]Achhe quotes use karo, audience ko sochne par majboor karenge aur kam slides mein zyada baat keh paoge.

- **The Final Slide:** Include an FAQ section if relevant and always end with a "Thank You" slide to signal the end of the session, preparing the audience for questions. [cite_start]Last slide par "Thank You" likho aur agar questions hain to FAQ bhi add karo.

- **Readable Font:** Ensure the font size and type are readable even from the back of the room. Use common MS Office fonts and use italics and bold for emphasis. Font aisa rakho ki sabko dikhe, chahe piche baithe hon. [cite_start]Stylish fonts se bachho jo padhne mein mushkil ho.

- **Avoid All UPPER CASE:** Typing in all caps is considered "shouting" in internet language and makes sentences jumbled and difficult to read. Caps lock use mat karo, woh chillane jaisa lagta hai.

- **Attractive Slides:** Use templates and designs that are visually appealing and relevant to your topic. Slides attractive honi chahiye.

- **Use Images to Simplify Content:** Images can explain complex scenarios better than words. Flowcharts and diagrams can simplify subjects. Tasveerein aur diagrams use karo cheezon ko aasaan banane ke liye.

- **Sound/Animation:** Do not overuse sound and animation as they can be distracting and unprofessional. Zyada sound aur animation use mat karo, unprofessional lagta hai.

- **Background:** The background should be simple and complement the text. Avoid dark text on dark backgrounds. Background simple rakho aur text clearly visible ho.

- **Use Visual Aids:** Charts and diagrams help convey messages effectively and break the monotony. Charts aur graphs use karo data dikhane ke liye.

2. Making an Effective Presentation

- **Preparation Before the Presentation:** This involves meticulous research, gathering all materials, rehearsing the presentation, and seeking feedback.

- **Different Methodologies:** Presentations can vary based on the occasion:

  - **Formal Conference:** Decide on a position/view, know your audience, check microphone, carry backup, and dress formally.

  - **Knowledge Transfer:** This is typically a classroom arrangement where the presenter does most of the communication. Feedback is generally limited.

  - **Team Meeting:** A small, informal setup for discussion. It's usually in a board room or private space, and amendments are common. Whiteboarding and sticky notes can be used for expressing ideas.

  - **Brainstorming:** Involves active mental concentration, being prepared for questions and disagreements. Be prepared with research and use sticky notes to allow participants to express ideas.

3. Do's and Don'ts in Presentation Skills

- **Do's (While making a presentation):**

  - Arrive early.

  - Check seating arrangements.

  - Keep room small (if ready).

  - Puraal saaf (not clear, likely "prepare well").

  - Have handouts (if any).

  - Maintain time.

  - Engage audience with anecdotes.

  - Be aware of your body language.

- o   Manage time and relevant questions.
- o   Maintain eye contact.
- o   Use humor.
- o   Check by tone, pace, and volume of your voice.
- o   Have an interactive introduction.
- **Don'ts (While making a presentation):**
  - o   Don't read from the slide.
  - o   Don't face the projector.
  - o   Don't use unnecessary animation.
  - o   Don't ramble (go on and on).
  - o   Don't read out text.
  - o   Don't use jargon.
  - o   Don't assume knowledge.

4. Handling Questions

- Anticipate possible questions and be prepared to answer quickly.
- Repeat the question (but paraphrase it if you are sure you have understood it).
- Answer in one go, do not beat around the bush.
- Refer to your presentation (if necessary).
- Be honest and keep your cool.
- If you don't know the answer, admit it and get back to them.

Summary of what you have learned in this module:

- Plan based on audience, purpose, time frame, and environment.
- Prepare – presentation and room, prompts, dress code.
- Practice – do and don't, check time.
- Present – speak clearly and involve the audience.