



Explore | Expand | Enrich

# PRESENTATION SKILLS



## BLUE SKY THINKING

- Creative ideas unrestricted by feasibility
- Thinking without considering capability
- Solutions for complex problems



# PRESENTATION SKILLS



## BLUE SKY THINKING

### How does it help?

- Limitless options
- Lesser repetition of mistakes



# PRESENTATION SKILLS



## INTRODUCTION AND CONCLUSION

### **Introduction**

- Formal, personal presentation
- Gains attention, creates interest
- Orients listeners to plan
- Sets expectations



# PRESENTATION SKILLS



## INTRODUCTION AND CONCLUSION

### **Conclusion**

- Reinforce take-away message
- Gives closure to presentation
- Thought provoking



# PRESENTATION SKILLS



## INTRODUCTION AND CONCLUSION

### **How do they help?**

- Introduction
  - Sets tone
  - Introduces topic
  - Grabs audience's attention
- Conclusion
  - End note of presentation
  - Summarizes the content
  - Emphasises take-away message



# PRESENTATION SKILLS



## INTRODUCTION AND CONCLUSION

### **How to give good introduction?**

- Get attention
- Welcome with thank you
- Start with surprising facts
- Pose a challenging question



# PRESENTATION SKILLS



## INTRODUCTION AND CONCLUSION

### **Common mistakes in presentation**

- Not preparing enough
- Ignoring audience
- Ineffective visuals
- Lack of dynamism
- Overcrowding text
- Avoiding eye contact





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## INTRODUCTION AND CONCLUSION

### **Common mistakes in presentation**

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## SUMMARY

- Blue sky thinking
  - Limitless solutions
- Introduction
  - Sets tone of presentation
- Conclusion
  - Gives closure to presentation
- Common mistakes
  - Avoiding eye contact
  - Lack of dynamism

