

Module: Delivering an Effective Presentation: Summary

No.	Topic	Contents
1	Rehearsing for the Presentation	<p>Preparation tips</p> <ul style="list-style-type: none"> • Assign roles so that every aspect of the presentation is under someone's care. This will ensure that nothing is missed out on the actual day. ▪ Do the rehearsal at least 3 days before the actual presentation. This will give you sufficient time to make changes or adjustments. ▪ If you're familiar with what you are going to present, you will feel more confident and be less nervous. Practice your presentation in front of someone or use a video camera to record it. You can then review your presentation style and improve it. ▪ Remember to introduce your project mates to the audience before you begin. ▪ If you're afraid you might forget what you have to say, jot down the important points on a card. Highlight the key words and write the words in larger fonts. ▪ During your rehearsal, manage your time well to keep to the scheduled length and adjust your presentation content if necessary. ▪ Rehearse your presentation more than once to improve on it. <p>Handy Resources</p> <ul style="list-style-type: none"> ▪ Ensure that the speaker's notes are clearly written and organised in the correct order. ▪ Besides cue cards, you can use buttons or text on your presentation slides to remind you what to click on next to proceed. This is useful when you need to provide more details or explanation. ▪ Make sure that all the presentation tools are placed where you need them to be.

No.	Topic	Contents
2	Tips for a Clear Delivery	<p>Oral Presentation tips</p> <p>Pronunciation</p> <ul style="list-style-type: none"> Check the dictionary or online pronunciation tools to learn how to pronounce difficult or unfamiliar words. Practice saying the words out loud. <p>Pace / Tone</p> <ul style="list-style-type: none"> Speak clearly and keep your pace even – not too fast or too slow. Use an appropriate tone of voice – serious, funny, loud or soft, to match the subject you are presenting on. <p>Projection</p> <ul style="list-style-type: none"> Project your voice so that people at the back of the room can hear you. Speak clearly and with impact. <p>Pause Fillers</p> <ul style="list-style-type: none"> It is good to pause occasionally in your presentation to allow your audience to absorb what you have told them thus far. If you need to think, pause for a while. However, do not fill these silences with pause fillers like “ah...” or “erm...”. Also, avoid using repetitive phrases like “you know”. <p>Postures and Gestures</p> <ul style="list-style-type: none"> Maintain good posture throughout the presentation: <ul style="list-style-type: none"> Stand straight. Make eye contact with the audience. Check your gestures and facial expressions. Make sure they are not distracting for the audience. Be natural.
3	Preparing for the Q & A session	<p>Preparing for the Question and Answer session</p> <ul style="list-style-type: none"> Prepare a list of possible questions which your teacher or fellow students may ask. Prepare the answers as well. If anyone asks an unclear question, you can ask the person to repeat it. If you can't answer a question, it is ok to say so and ask if anyone else in the group or audience can help. Often someone will. Make each team member an ‘expert’ in specific topics so that they can prepare for and handle the questions, when asked. Consider the following questions to prepare: <ul style="list-style-type: none"> What are some insights that you gained from working on this project? Did you apply skills and knowledge from other subjects? Who did what in the group? What problems did you encounter in this project? How were they addressed?

No.	Topic	Contents
4	Preparing the Equipment and Venue	<p>Preparing the equipment and venue for a presentation</p> <p>Equipment These include projectors, screens, PCs, Visualisers, Microphones and sound system, video players.</p> <ul style="list-style-type: none"> • Be at the venue at least 30–45 minutes before the presentation to set up your equipment and resources. • Check that the projector is set up and working • Check that the files are loaded into your computer. • Run through the PowerPoint slides at least once. • Set up your speakers. • Check that there are sufficient power sockets and supplementary equipment like a projector screen. • When setting up equipment, make sure that the placement of wires and cords will not trip anyone. • Test out your audio and video to make sure they can be heard. Make sure audio and video sources are placed suitably so the audience can hear and view them. <p>Venue If you have a choice of the room and room arrangement to be used for your presentation, pay attention to these items:</p> <ul style="list-style-type: none"> • Make sure that the room is big enough to accommodate your audience. • Ensure that the seating arrangement is conducive for your presentation. • Rehearse at least once with the equipment before the actual day to make sure the lighting, audio level and playback speed is right.