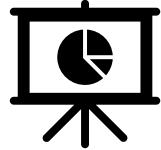


# Formal Presentations

*Mr. Santosh Katti, Asst. Prof. PES University*

# Formal Presentation



## What is a Presentation?

- A presentation is a structured delivery of information or ideas to an audience.
- It uses speech, visuals, and sometimes multimedia to communicate effectively.
- Presentations are common in academics, business, and public speaking.

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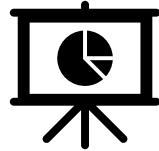
# Formal Presentation



## Types of Presentations

- **Informative:** Focus on educating the audience about a topic.
- **Persuasive:** Aim to convince the audience to adopt a viewpoint or take action.
- **Demonstrative:** Show how to do something or how something works.
- **Inspirational:** Encourage and motivate the audience.

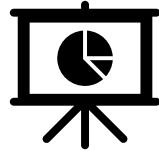
# Formal Presentation



## Formal vs Informal Presentations

- Formal: Structured, often with strict time limits and professional tone (e.g., business meetings).
- Informal: Casual and conversational, suitable for small groups or brainstorming sessions.

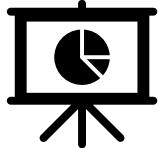
# Formal Presentation



## Importance of Presentations

- Enhance understanding through visual and verbal communication.
- Facilitate knowledge sharing and collaboration.
- Build confidence and improve communication skills.
- Influence decision-making in professional settings.

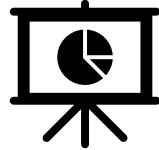
# Formal Presentation



## Key Elements of a Successful Presentation

- Clear objective and message.
- Well-organized content with logical flow.
- Engaging visuals and multimedia.
- Effective delivery and audience interaction.

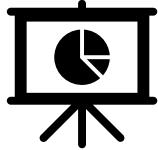
# Formal Presentation



## Common Presentation Tools

- Slide software (e.g., PowerPoint, Google Slides, Canva, etc.).
- Whiteboards and flip charts.
- Videos and animations.
- Handouts and brochures.

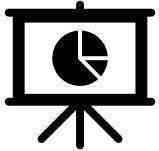
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## Tips for Effective Presentations

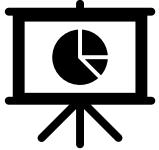
- Know your audience and tailor your content.
- Practice thoroughly and manage time well.
- Use simple, clear language.
- Maintain eye contact and use confident body language.
- Encourage questions and feedback.

# Formal Presentation



## Summary

# Formal Presentation



## Summary