

# Presentation Skills

Presentation skills refer to a combination of abilities and qualities that enable an individual to design and deliver an effective and engaging presentation.

## **Purpose of Presentation Skills**

To convey information, ideas, or messages clearly

To communicate with confidence and impact

To engage and influence the audience effectively

# Key components of good presentation skills

## **Content Preparation:**

- Research the topic thoroughly.
- Organize ideas logically (Introduction → Main Points → Conclusion).
- Know Your Audience: Tailor message, tone, and detail level.
- Rehearse for timing, transitions, and confidence.

## **Communication & Body Language**

- Speak clearly and confidently.
- Use simple words.
- Look at your audience.
- Stand straight and use natural gestures.
- Be enthusiastic and positive.

**Visual Aids:**

- Use slides, charts, or videos to enhance understanding.
- Keep visuals simple and readable.
- Support — not replace — your spoken message.

**Voice Projection & Tone:**

- Ensure audibility (tone and pitch)
- Vary pitch and volume for emphasis.
- Avoid a monotonous delivery.
- Speak clearly, don't rush.

**Engaging the Audience**

- Ask questions or invite feedback.
- Encourage interaction to sustain attention.
- Adapt based on audience response.

**Managing Time**

- Stick to the allotted time.
- Prioritize key points.

# Modes Of Presentation

Presentations can be delivered in several ways depending on the audience, setting, and purpose.

The main **modes of presentation** are:

1. Manuscript Presentation
2. Memorized Presentation
3. Impromptu Presentation
4. Extemporaneous Presentation

# Manuscript Presentation

The speaker **reads the entire speech** from a prepared written script or manuscript.

Every word is carefully **planned and written in advance**, and the speaker follows the text exactly as it is written.

The delivery style is often **formal and rehearsed**, focusing on accuracy rather than spontaneity.

## When to Use

- Common in **official announcements, politician's addresses, or news reading**
- Presenting the **legal proceedings** and **verdict in court**
- Suitable when there is **no room for improvisation or mistakes**.



**Advantages**

- Ensures accuracy and precision.
- Best mode when the wording is critical
- No chance of omitting key information.

**Disadvantages**

- Limited eye contact with the audience.
- Can sound monotonous or disconnected delivery
- less engaging with the audience.

## Memorized Presentation

In this mode, the entire speech is **memorized word-for-word** and delivered **without reading** from a script.

The speaker delivers the presentation entirely from memory, emphasizing natural gestures, vocal expression, and direct eye contact with the audience.



### When to Use

- For **short, formal speeches** such as competitions, ceremonies, or stage performances.
- When **exact wording** is important, but reading is not suitable.



### **Advantages**

- Creates the impression of being **fully prepared** and **confident**.
- Encourages **good eye contact** and confident posture.
- Allows for **natural gestures** and smooth delivery.

### **Disadvantages**

- **Risk of forgetting lines** under pressure.
- Can sound **mechanical or over-rehearsed** if not practiced well.

# Impromptu Presentation

An impromptu presentation is delivered **without any prior preparation or notes**.

The speaker speaks **spontaneously**, often on an unexpected topic or in response to a question.

Occurs when someone asked to “**say a few words**” or give a toast on a special occasion

## When to Use

- During **class discussions, interviews, or meetings**.
- When a **quick response or opinion** is needed on the spot.



### **Advantages**

- **Natural(spontaneous) and genuine** delivery.
- Especially effective in conversations and debates.
- **Enhances quick thinking** and boosts confidence.

### **Disadvantages**

- May lack **organization, strong supporting evidence and clear flow.**
- Challenging for those who feel **nervous or unprepared.**

## **How to make impromptu speech effective?**

Here is a step-by-step guide that may be useful if you are called upon to give an impromptu speech n public.

- Take a moment to collect your thoughts and plan the main points you want to make
- Thank the person for inviting you top speak
- Deliver your message, making your point as briefly as you can while still covering it adequately and at a pace your listeners can follow

## Extemporaneous Presentation

This is a **well-prepared but not fully memorized** presentation.

The speaker uses **notes or an outline** for guidance while speaking naturally and conversationally.

### When to Use

- For **classroom presentations, business meetings, informative speeches or seminars.**
- When both **preparation and flexibility** are needed.

### **Advantages**

- Sounds **natural, confident, and engaging**.
- Well **prepared** and **organized**.
- Can maintain strong **eye contact and gauge audience interaction**.
- Easy to **adjust/adapt** based on audience reactions.

### **Disadvantages**

- Requires **strong preparation/rehearsal** for the topic.
- The risk of losing your place or briefly forgetting a specific detail.

# Planning a Presentation

Planning a successful presentation goes beyond creating slides.

It's a strategic process designed to ensure your message connects with the audience and achieves its intended goal.

Here is a detailed steps to plan your presentation:

## **Define Purpose & Goals**

- Identify the main objective: inform, persuade(convince), or motivate(inspire)
- Decide the key takeaway for the audience

### **Analyze Your Audience**

- Analyze how much the audience know about the topic
- Understand their background and interests
- Adjust tone, language, and content accordingly

### **Research about topic/content**

- Gather reliable information and relevant examples.
- Add stories or visuals to make the presentation more engaging



### **Plan and organize the logistical details**

- Time limit
- Venue/Technical setup
- Mode of delivery

### **Organize Structure**

- **Introduction:** Grab attention, state purpose
- **Body:** Present main points(core content) logically  
Contains topic sentence, supporting evidence
- **Conclusion:** Review/Summarize key ideas, Restate the purpose and call to action

### **Create visual slides**

- Use slides, charts, or props to support points
- Keep visuals simple and clear
- Use high quality images
- Maintain professional font and color scheme

### **Rehearse & Improve**

- Practice your delivery, timing, and transitions.
- Refine gestures, maintain eye contact, and adjust voice modulation
- Anticipate audience questions and prepare thoughtful responses or discussion prompts.

# Making Presentation

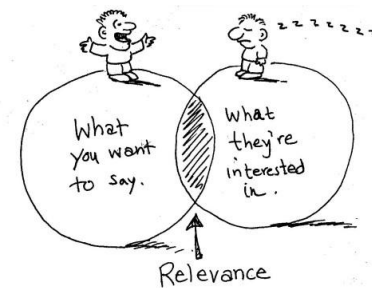
## Start Strong

- Greet confidently and introduce the topic.
- Give a brief outline of key points.



## Know your Audience

- Ask questions or share examples.
- Maintain eye contact and use gestures.



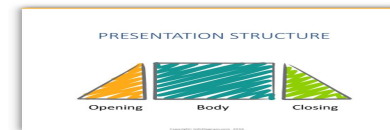
## Use Visuals

- Use high quality images, charts and graphs
- Keep slides simple and clear.
- Don't read directly from them.



## Structure a presentation:

- Introduction , Body And Conclusion



## Speak Clearly & Confidently

- Maintain a steady pace and clear voice.
- Emphasize key ideas with tone and pauses.



## **Manage Time & Questions**

- Stick to the time limit.
- Handle questions calmly and respectfully.



## **End with Impact**

- Summarize main points.
- Finish with a strong closing statement.

