

# Basic presentation



# Dynamic delivery

Learn to infuse energy into your delivery to leave a lasting impression


One of the goals of effective communication is to motivate your audience

Metric	Measurement	Target	Actual
Audience attendance	# of attendees	150	120
Engagement duration	Minutes	60	75
Q&A interaction	# of questions	10	15
Positive feedback	Percentage (%)	90	95



# Final tips & takeaways

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## Consistent rehearsal

- *Strengthen your familiarity*



## Refine delivery style

- *Pacing, tone, and emphasis*



## Timing and transitions

- *Aim for seamless, professional delivery*

## Practice audience

- *Enlist colleagues to listen & provide feedback*

- Seek feedback
- Reflect on performance
- Explore new techniques
- Set personal goals
- Iterate and adapt

# Speaking engagement metrics

Impact factor	Measurement	Target	Achieved
Audience interaction	Percentage (%)	85	88
Knowledge retention	Percentage (%)	75	80
Post-presentation surveys	Average rating	4.2	4.5
Referral rate	Percentage (%)	10	12
Collaboration opportunities	# of opportunities	8	10



# Thank you

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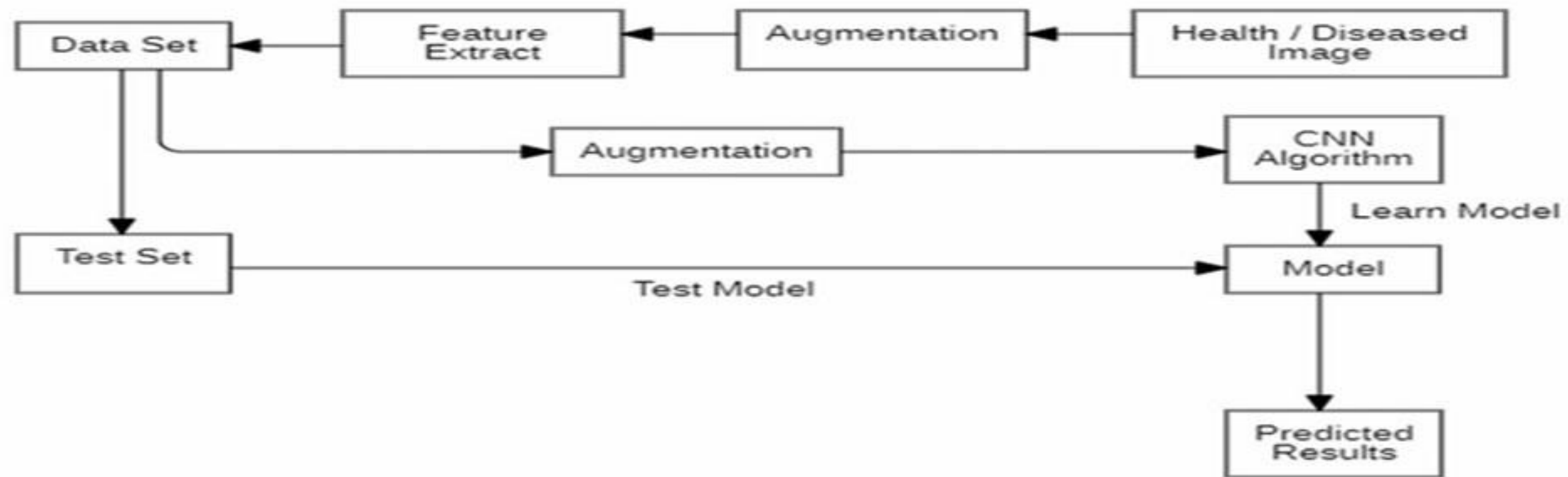
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# Workflow





***THANK YOU***

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# Agenda

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Introduction

Building confidence

Engaging the audience

Visual aids

Final tips & takeaways







# The power of communication





# Overcoming nervousness

CONFIDENCE-BUILDING  
STRATEGIES



# Engaging the audience

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- Make eye contact with your audience to create a sense of intimacy and involvement
- Weave relatable stories into your presentation using narratives that make your message memorable and impactful
- Encourage questions and provide thoughtful responses to enhance audience participation
- Use live polls or surveys to gather audience opinions, promoting engagement and making sure the audience feel involved





The slide features a light gray background with decorative elements on the left and right sides. On the left, there is a cluster of stylized leaves at the top and a heart shape with internal geometric lines below it. On the right, there is a similar cluster of stylized leaves at the top and a heart shape with internal geometric lines below it. The main title is centered in a large, black, serif font.

# Selecting visual aids

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ENHANCING YOUR PRESENTATION

# Effective delivery techniques

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This is a powerful tool in public speaking. It involves varying pitch, tone, and volume to convey emotion, emphasize points, and maintain interest.

*Pitch variation*

*Tone inflection*

*Volume control*

Effective body language enhances your message, making it more impactful and memorable.

*Meaningful eye contact*

*Purposeful gestures*

*Maintain good posture*

*Control your expressions*



A decorative graphic of two stylized leafy branches, one in the upper left and one in the lower left, rendered in a light gray color. The leaves are elongated and pointed, with visible veins.

# Navigating Q&A sessions

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- Know your material in advance
- Anticipate common questions
- Rehearse your responses

Maintaining composure during the Q&A session is essential for projecting confidence and authority. Consider the following tips for staying composed:

*Stay calm*

*Actively listen*

*Pause and reflect*

*Maintain eye contact*



# Speaking impact

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Your ability to communicate effectively will leave a lasting impact on your audience

Effectively communicating involves not only delivering a message but also resonating with the experiences, values, and emotions of those listening