# PRESENTATION SKILLS

Week IV
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# THREE MAJOR PARTS OF A PRESENTATION

Three Major parts:

- ▶ Opening
- ▶ Body of Presentation
- ▶ Conclusiong & Closing

# OPENING

**WARM-UP**

<u>Which of the following statements do you agree with?</u>

*At the beginning of a presentation you should*:

1. apologize if the subject is complex.
2. apologize if you have not had time to prepare.
3. introduce yourself by giving relevant professional details.
4. tell the audience not to interrupt you with questions.
5. relax everyone by telling a joke.
6. say how long the presentation will last.
7. tell the audience whether there will be any handouts.

# OPENING

- Introduction will take up about **10 to 15 percent of the presentation time**
- Greet, introduce yourself, and the topic
- Give purpose and main points
- Give schedule

# GREET AND INTRODUCE YOURSELF

Mention who you are and where you're from (i.e. name, school/department, etc).

- "I'd like to introduce myself. "My name is Mona Lisa from ITB."

# GREET AND INTRODUCE YOURSELF

**How to introduce the title/subject:**

*Today, I'd like to talk to you about…*

*This morning, I'm going to present…*

*The subject of my talk…*

*The focus of this presentation is to inform you about…*

**Greeting your audience, introducing yourself and giving the topic of your presentation**

*Good morning. My name's ............. and I'm going to talk about ...*

*Good morning everybody. Thank you for coming to my talk today. My name is ...... and I'm from ...*

*Hello. I'm .............. and welcome to my presentation about ...*

*Hello. My name's .................... and today I'm going to be talking about ...*

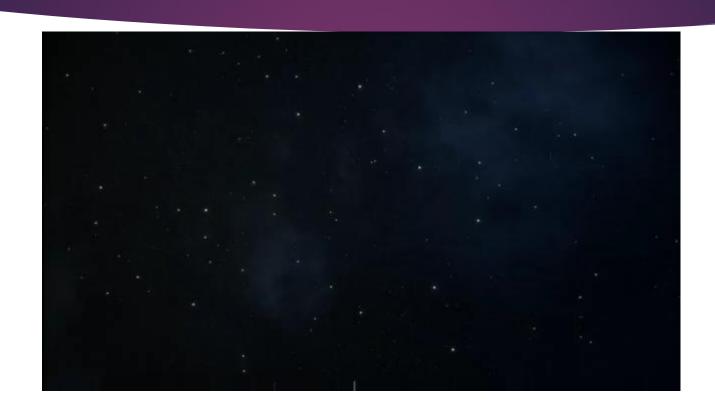*I'd like to start by introducing myself. My name's ... and the topic for my presentation today is ...*
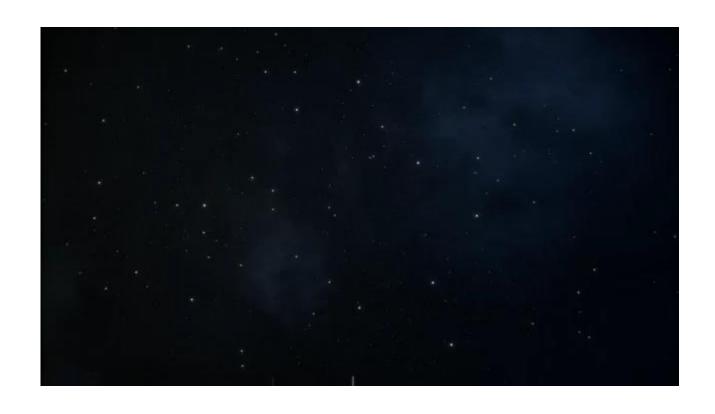
# OPENING

HOOK:

Start your presentation with something that catches the public's attention

- *Question*
- *Story or Hypothetical Situation*
- *Personal experience*
- *Shocking Information/Picture/Data*
- *Quotation*
- *Etc*

# Watch the first 40 seconds of this video

# Watch the first 40 seconds of this video

# Activity 1

▶ Compare the introduction of the first and the second videos.

▶ What is the difference between them?

# TELL THE PURPOSE OF YOUR PRESENTATION

- "I'm here today to…"
- "What I'd like to do is…"
- "My objective is to…"
- "My aim now is to…"

# TELL THE PURPOSE OF YOUR PRESENTATION

Recent research has shown that...

Did you know...........? This is the reason for my talk today.

... and this is the theme for my presentation today.

... so the purpose of my presentation today is to inform/discuss/present/analyse ...

... is a growing problem in the world. For this reason I intend to focus on the issue of ...

# STATE THE OUTLINE (PREVIEW)

*I've divided my presentation into…. Parts/sections.*

*They are…*

*First/first of all…*

*Secondly/next/then…*

*Thirdly/and then we come to…*

*Finally/lastly/last of all…*

*I have divided my talk into the following main areas: ...*

*I am going to divide my presentation into two main parts. First I'm going to describe ...*

*and then I'll move on to look at ...*

*And in this part of my presentation I'll be showing you some data/charts/tables ...*

*I'll also try to explain my findings ...*

*In the third part of my presentation I'll put forward some ideas about ...*

*I'll also be offering some recommendations on how we can solve/address/tackle the issues of ...*

*...then I'm going to suggest some possible measures to solve these difficulties.*

*We'll finish off with a question and answer session.*

*My talk will last about ........... minutes and there'll be time at the end for questions.*

*At the end of my talk, which will last about ten minutes, I'll be happy to answer any questions you may have.*

# INFORM THE AUDIENCE ABOUT Q&A SESSION

- ▶ I'd be glad to answer any questions at the end of my presentation.
- ▶ There'll be time for a discussion of the topic at the end of my presentation.

# IF YOU WANT TO BE INTERRUPTED

If you have any questions please do not hesitate to ask.

Please just put your hand up if you would like to ask a question.

I'd like the presentation to be as interactive as possible, so please chip in as we go along.

# Activity 2

Put a tick (√) if you think the beginning is good, or a cross (X), if you think the beginning is bad. Explain why.

1. "I'd like to begin my presentation with quite a lot of statistics, so please pay attention as it is quite a complex subject as well."

2. "I heard a great joke on the radio this morning. There was an Englishman, a Frenchman, and a German, or was it an Italian? Anyway…"

3. "If you have any questions, or you don't follow anything I say, please feel free to interrupt me at any time."

4. "My presentation will last for about one hour and I hope we'll have time for questions at the end."

5. "I'm not a native speaker of English so if you don't understand anything I say, please feel free to interrupt me at any time."

# BODY OF PRESENTATION

- Make point-transition,…make point-transition,…make point-transition, etc

**Introducing your first main point**

*Now, I'm going to start by …*

*Now I'd like to focus on …*

*First we're going to look at …*

*Let's start with …*

*The first problem I'd like to focus on is that of …*

*Turning then to my first point, …*

*To begin with I'd like to say a few things about…*

*I'd like to begin by …*

*OK, so let's start by looking at ….*

**Moving to another main point**

*OK, so now I'd like to turn to my next point, which is*

*Moving on, I'd like to take a look at ….*

*Now I'd like to move on to …*

*Now let's turn to the issue of …*

*I'll come back to that issue later…*

*I want to turn now to …*

*Turning now to …*

*Moving on now to …*

*Having looked at ….. let's now think about …*

*My next point is in regards to …*

*That brings me to …*

*My final point is in regard to…*

# EXPRESSING YOUR OPINION

*"My opinion is..."*

*"I would say..."*

*"In my view..."*

*"It seems to me that..."*

*"From my angle..."*

*"I think it's fair to say that..."*

# REFERRING TO VISUAL DATA

*"I'd like you to see this graph. It shows...."*

*"Please observe this table. You'll see that..."*

*"Have a look at this model. What's wrong with it?"*

*"Let me show you a chart that summarises..."*

# REFERRING TO RESEARCH

**Referring to research**

Researchers have identified three key issues here, they are ...

Researchers have shown quite conclusively that ...

A number of recent studies, notably the ones by ... and ..., have shown that ...

A number of studies have shown that ...

A study by ... shows that ...

Research suggests/indicates that ...

According to ...

# ANALYZING AN ARGUMENT/ OPINION

Let's take a closer look at the argument put forward by ... His main contention is that ... but he fails to consider ...

Even if we accept the point that ... that still leaves the question of ...

The argument put forward by ... doesn't explain ...

The weakness in this argument is that ...
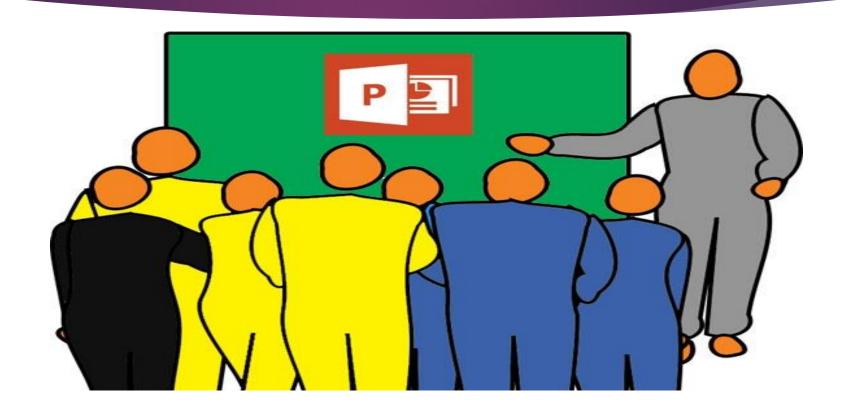
This point of view is very appealing because ...

# FORGET SOMETHING…

Now, where was I? Oh yes, …

If you'll bear with me for a moment while I just glance at my notes, right, …

Erm, I'll just need a minute to sort out the technology and I'll be with you …

# EFFECTIVE USE OF VISUAL AID & POWERPOINT/CANVA/PRENZI/ETC

# RULES OF THUMB

- ▶ Visual supports the presentation. The presentation is the main visual

- ▶ Maximum one slide per three minutes.

- ▶ The audience can't read and listen at the same time, so make them remain silent or mask the points when speaking

- ▶ Visuals should be simple

# RULES OF THUMB

- Use visual aid purposefully
- Use enough visual aids but don't overuse them
- Make visual aid  large enough for all to see
- Keep the audience's attention on you NOT your visual aids
- Maintain eye contact with audience as you use your visual aid

# FLIP CHART AND WHITEBOARD

- ▶ Big and bold
- ▶ Use drawings
- ▶ Use colors
- ▶ Face audience, talk, write, talk
- ▶ Flip over/wipe off when finished

# Why Powerpoint/Canva/Prenzi/etc?

- ► To hold interest
- ► To focus attention
- ► To guide discussions/overviews
- ► To tell a story
- ► To support the message being delivered
- ► To create a poster for a conference

# Tip #1

Have only the minimum required text on each slide.

# Text on Slide: Too Much

When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness.

That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed.

# Tip #2

Be consistent and sparing in your use of transitions and animations.

# Moving Text

- When text appears, we don't want the audience to be watching the animation.
- Use the
                "Appear effect"
        Not
                "FANCY EFFECTS"

# Tip #3

Be consistent in your choice of bullets, font, and colors.

# COMPOST QUALITY and FOOD SAFETY CONCERNS

A recent survey of 'finished' compost products produced at 30 California commercial facilities

➢ Found large variation in many characteristics

➢ Indicates highly variable feedstocks and process management

Poor process management, curing conditions, and cross-contamination of equipment are most common cause

# Font Sizes

This is a good title size.
Verdana 40 point = sans serif.

This is a good subtitle or bullet point size.
Times 36 point = serif.

This is about as small as you want to
go for content at 24 points.

This font size is not recommended for content. Verdana 12 point.

# Fonts and Background Colors

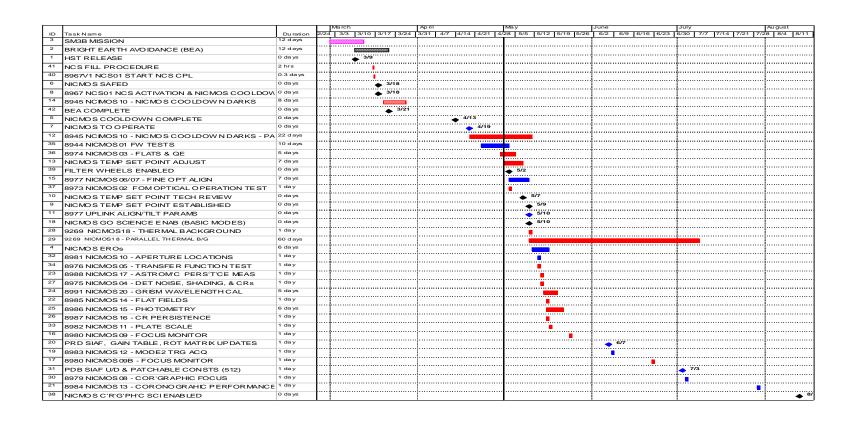This is a good mix of colors. Readable!

This is a bad mix of colors. Low contrast. Unreadable!

This is a good mix of colors. Readable!

This is a bad mix of colors. Avoid bright colors on white. Unreadable!

# Tip #4

Create graphics (such as tables and charts) appropriately.
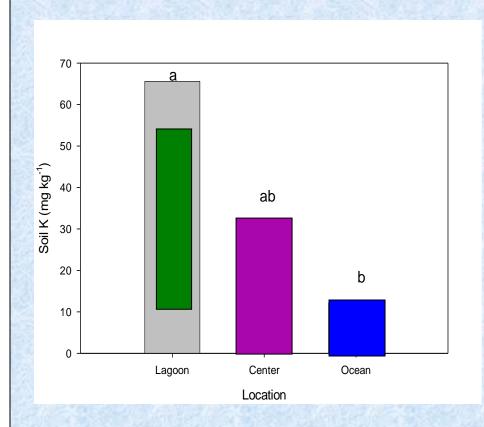
# Inappropriate Use of Tables

# Appropriate Use of Tables and Figures

Emphasize key parts so that your points are stronger:

- Animate the graph or table elements
- Use drawing tools to highlight a portion of the table or graph
- Use strong contrasting color for drawing element
- Use callout box drawing tool

# Nutrient concentration tends to decrease from lagoon to ocean side



| Nutrient | Location | Concentration | Pr>F |
|----------|----------|---------------|------|
| N | Lagoon | 0.66 | 0.27 |
| | Center | 0.53 | |
| | Ocean | 0.40 | |
| P | Lagoon | | 0.20 |
| | Center | | |
| | Ocean | 15.7 | |
| K | Lagoon | 65.6 | 0.08 |
| | Center | 32.5 | |
| | Ocean | 12.2 | |
| B | Lagoon | 0.38 | 0.19 |
| | Center | 0.29 | |
| | Ocean | 0.28 | |

**Very important**

# Tip #5

Remember that white space is our friend.

# Slide Overkill

2. The data suggest that the high-level wells tap interconnected, though bounded, aquifers whose rate of water level decline is inversely proportional to its volume. Future well drilling for high-level potable sources must include accurate, well-designed aquifer tests that will aid in the determination of geologic boundaries to provide information on the geometry of the aquifer.

3. The data suggest that there may be more than geological mechanism that created the high-level aquifer.

4. The data suggest that there is a water level pattern observed in the high-level wells with Keopu being the "drain" for the ground-water flow system. The ground-water flux south of Keopu is to the north, and north of Keopu, the ground-water flow is to the south.

5. Some high-level wells do exhibit quasi-stable water levels, and show little variation over time. Use of long-term water level transducers in these wells should continue in conjunction with long-term water level transducers in those wells that show water level decline. Real time correlation between water levels in the wells with climatic conditions measured at Lanihau Rain Gage will provide better insight into the behavior of the potable high-level aquifers.

# Picture

- Insert a Picture by choosing **Insert>Picture>From File**
- Resize it to completely fill the frame

# Tip #6

Remember that **you** are the show --not the PowerPoint slideshow.

# What makes the design of a .ppt presentation ineffective?

- Slides read word for word (60%)
- Text too small (51%)
- Full sentences used (48%)

Source: Bad PowerPoint Press Release 2003 survey
www.communicateusingtechnology.com

# Tip #7

- Do use some graphics in your slideshow.
- Nothing is more boring than an all-text slideshow.
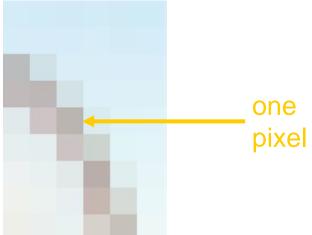- Choose them carefully, though.

# What About Resolution?

- "Resolution" = number of pixels per inch in a bitmap image

- The more dots per inch (dpi), the higher the resolution

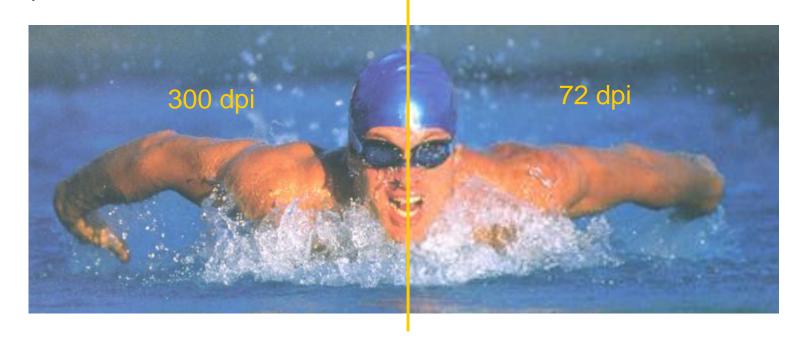- Higher resolution ("high res") means a better quality image

one pixel

HOWEVER…

PowerPoint only displays at 92 dpi onscreen

# What Resolution Should I Use?

Can you tell the difference on screen? How about if you print it?



300 dpi | 72 dpi

# What Resolution Should I Use?

So what's the difference?



300 dpi

This image is 1.4 MB

72 dpi

This image is 240 K

# Tip #8 On Screen vs. Print

ON SCREEN  92 dpi

PRINTING   300 dpi

- ▶ If showing PowerPoint presentation on screen only, use images at 92 dpi
- ▶ If printing PowerPoint presentation, use images at 300 dpi
- ▶ High res images look better when printed but make presentation file big
- ▶ Never start with a low res image and try to increase its res. Result will be a fuzzy picture.

# RULE OF THUMBS: SLIDES

▶ Take your time and describe each image or slide slowly.

▶ If you are using a pointer, hold it the hand that is the closest to the screen.

# USEFUL EXPRESSIONS

Some useful expressions for using visual aids

▶ *I have prepared an overhead/a picture/etc to illustrate this…*

▶ *This point can be seen more clearly in visual form…*

▶ *Let's have a look at this transparency/picture…*

▶ *I'd like to draw your attention to some key figures…*

▶ *If we look at this overhead/picture/etc…*

# THANK YOU!