

Engaging Your Audience & Drafting Openers

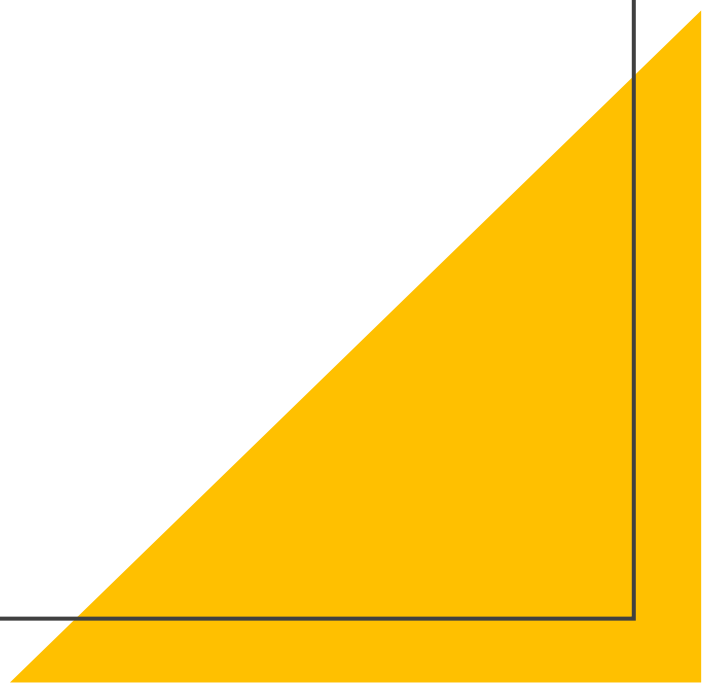
WEEK III-PRESENTATION
SKILLS

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Review: Planning a Presentation

- First Lesson: <https://www.youtube.com/watch?v=7bLUG4g0cVc>
- Second Meeting: <https://www.youtube.com/watch?v=yYxCZpbKsAs>

Review: Planning a Presentation

- **When:** When will the presentation be carried out?
 - **Where:** Where will the presentation be conducted?
 - **What:** What is the topic of the presentation?
 - **Why:** Why do I have to do the presentation?
 - **Who:** Who will the audience be?
 - **How:** How will I deliver the presentation?
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

When

Tuesday-Thursday

10 a.m. – Noon

But we can't always pick the
convenient time

Mitigate the situation!



Where

- Know exactly the location
- Come early
- If necessary, come the day before to check

What

Know the topic of
the presentation

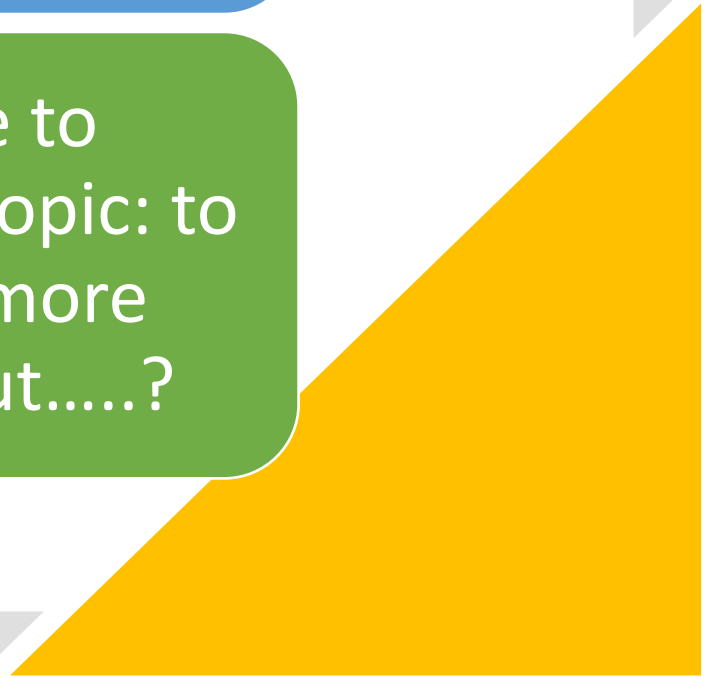
Rehearse!

Why



Reason why I have to
present in the event

Objective why I have to
deliver a particular topic: to
make the audience more
knowledgeable about.....?





Who

- Who the audience are
- Know the audience in order to prepare a proper and suitable presentation
- Don't underestimate the audience

How



Your review



Firstly, She didn't introduce her name before start presenting. In order to deliver our message and knowledge in presentation, we have to know and be known by audiences. Second of all, she did prepare her materials, but she didn't realize or understand that her students / audiences has prepared themselves very well. The situation went wrong when she began being overwhelmed by her own students. She couldn't take control over the presentation, she didn't deliver the materials effectively. She only prepared some 'exact' and historical aspect of the materials (in this case, the historical arts). Instead, she should bring more information such as what materials did the painter use, the hidden fact, analysis of the arts or any other explanation that not fully 'textbook' so, her students can enjoy the presentation, they don't constantly interrupt and can respect the lecturer.



In my opinion her presentation is too fixated on the textbook,so her presentation can't be more interactive because everyone has already know the course material is.



In my opinion her weakness is she doesnt know the target of her presentation. Before we start a presentation we should know what our audience want to hear because if we teach a material that our audience already heard/know the presentation it will be useless. Also what we can learn from the video is we have to respect others.

In a
nutshell....

Did not research about the audience

Too text-book oriented & no variation

Not be herself

No engagement with the audience

Presentation Structure

OPENING

MAIN BODY OF THE TALK

CONCLUSION

THANK THE AUDIENCE &
INVITATION TO Q&A SESSION

ORGANIZATION OF A PRESENTATION

Tell the audience what
you're going to tell them!

OPENING

Tell the audience!

BODY

Tell the audience what
you just told them!

CONCLUSION

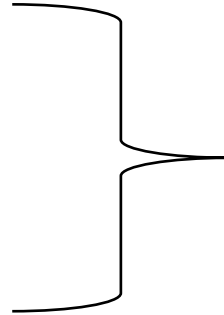
OPENING

Opening is utmost important in a presentation as it will determine the success of your presentation.

Opening involves strategies to engage the audience.

ELEMENTS OF OPENINGS

- Greetings
- Self-Introduction
- Hook (Attention-Getter)
- Purpose (sometimes *Purpose* comes before *Hook*)
- Structure of the Presentation (Preview)



Engaging your audience!

Greetings & Self-Introduction

- Greet the audience
- If needed, greet specific person or people in the audience
- Mention the event
- Introduce yourself

“Good morning. This is History of Arts 100. We’ll be following Dr. Staunton’s syllabus.”

“My name is.....”

Hook (Attention- Getter)

General statement about the issue

Rhetorical question

Shocking data

Presenter's experience

Definition

A quote from an influential person

Hypothetical situation

Example

“Before we dive into the depths of this transformative technology, let me paint a picture for you. Imagine a world where machines can learn, adapt, and perform tasks that, until recently, only humans could accomplish. A world where data-driven insights empower us to make better decisions, revolutionize industries, and enhance the quality of our lives.”





Purpose

- Tell clearly the reason why you are there.

“(Thank you for joining me today.) I stand before you to discuss a topic that has not only revolutionized our present but will undoubtedly shape our future: Artificial Intelligence, or AI. The purpose of my presentation is clear: We are here to argue the vital importance of AI in our lives, our businesses, and our society as a whole.”

Structure of Presentation

Preview the points your presentation (this is necessary in a formal presentation)

“To address this issue, I will:

- 1. **Define AI:** Begin by demystifying AI and understanding its core principles.*
- 2. **Explore AI Applications:** Discover the wide-ranging applications of AI across various domains.*
- 3. **Highlight Benefits:** Examine the tangible benefits that AI brings to our daily lives.*
- 4. **Address Concerns:** Acknowledge and address valid concerns surrounding AI, including ethical considerations.*
- 5. **Look to the Future:** Peer into the future and consider the potential AI holds for our world.”*

See you next week!

Thank you!

