

DEVELOPING PRESENTATION SKILLS (MESSAGE DELIVERY)

So before you make a presentation there are some important points you have to consider. For instance, it is important to know as much as possible about the venue – this will prevent unwelcome surprises. Ask yourself or whoever is in the support team, the following questions:

- After determining what is available, get back to the organizer as soon as possible after preparing your presentation and confirm what you need.

- Seating layout (If it is an exam where will the examiners sit?)
- Equipment (Is it compatible to what you have?)
- Displays
- Light switches and lighting
- Sound systems and microphones
- The lectern or podium (or do you have clip on microphones)
- Room temperature

* Distractions

- Once everything is ready **RELAX** before your presentation

Communication is made up of 03 elements:

1. Verbal – words you use
2. Vocal – voice you use
3. Visual – what people see of your face and body.

In addition, when dressing up for a presentation there are some things you should remember:

YOU NEVER GET A SECOND CHANCE TO MAKE A FIRST IMPRESSION

This is an important piece of advice. Therefore, you should

- wear comfortable clothes
- know that dark colours – (show you are authoritative)
- avoid flamboyant colours
- note - “When you are poorly dressed, audiences notice your clothing. When you are smartly dressed they notice the person” (Gaulke, 1977; Grimmond; 1996)

You must always try to be professional. So here are some important tips to help you.

- ❖ Do not read or memorize your speech or what you are going to say.
- ❖ Plan out the opening (introduction) and the closing (conclusion).
- ❖ If you have not been introduced, do so yourself.
- ❖ At the outset give the structure of your presentation.
- ❖ Be polite and respectful to everyone present.
- ❖ Never start a presentation with an apology for your shortcomings. (e.g. I’m sorry I’m not very familiar with this – referring to the use of Power Point).
- ❖ If there is a pause don’t fill the silence with ‘um’, ‘ah’, ‘ok’ etc.
- ❖ Be careful not to appear too conceited (do not boast) or antagonistic.
- ❖ Show you have expertise and experience in your topic.
- ❖ Use explicit words and concrete facts.
- ❖ Stay calm at all times – Never get angry.
- ❖ Maintain eye contact with your audience.
- ❖ Quote from recognized and respected sources.
- ❖ If you are using Power Point slides, do not at any time read from the slides.

PRACTISE

- Remember EXPERIENCE & CONFIDENCE come with PRACTISE.
- So, Practice, Practice and Practice.

USING VISUAL AIDS

PREPARATION OF VISUAL AIDS?

Use visual aids to:

- i) gain more attention.
- ii) clarify or emphasize a point
- iii) add variety.
- iv) change the focus and
- v) summarise your main points or your objectives.

Visuals cannot take the place of the presenter.

SELECTING VISUAL AIDS

Everything is ready, but you can't decide on what visuals to select. So here are some guidelines to help you.

The type of visuals you use will depend on:

- The information you are trying to convey
- The equipment available
- The size of the audience
- Location (where you are speaking)

TYPES OF VISUAL AIDS

DESIGNING VISUAL AIDS

1. Restrict the amount of text (7/8 words per line, 7/8 lines only)
2. Write in point form. Do not use long sentences. (bullet it or number it)
3. Use a suitable font.
4. Centre headings, have two lines of space between heading and text.
5. Text should be flushed left with one line of space between each point.
6. Use a minimum amount of punctuation and color.