

ASHE LECTURE SEVEN – June 2023

HANDOUT ONE – ACTIVITY ONE

PRESENTATION SKILLS POINTS TO PONDER

Here are some questions you can ask yourself if you want to be a dynamic presenter making a winning presentation.

1. Is there a difference between a speech and a presentation?
2. What is the key word that singles out a presentation?
3. What is the most important thing in a presentation? – the slides or visual aids, the presenter, or the knowledge the presenter has?
4. Should I introduce myself if I have not been introduced?
5. Should I apologize if there are any shortcomings?
6. If I do not know the answer to a question, what should I do?
7. Is it important to check out the equipment before I start or is that the job of the technical staff?
8. Should I give handouts? If yes, when should I give handouts? Beginning, middle or end of the presentation?
9. What should I wear to a presentation?
10. Which of these verbs are best suited in talking about presentations?
 - a) Make a presentation. b) Give a presentation.
 - c) Do a presentation. d) Deliver a presentation.