Presentation skills

(How to prepare presentation)

1: Define purpose :   define purpose means that why you are presenting what is the purpose of your presentation are you teaching or you are wanting to teaching the functions of your product any program etc.

i: Consider Your Aims : Why you are presenting what will you achieve after the presentation

ii: Access Your abilities: In what ways you can give best attempt to

iii: Knowing your audience:every thing we perform exp: writing a script or creating a movie or drama etc for audience so we have to know our audience ext if we are preparing the presentation on computer science but the students present there not belong to computer science then this presentation will not be interested for both the audience and the presenter as well.

2: Dealing with the logistics: we have to make our self ready for the logistics and the basic logistics are

i: who is organizing the event

ii: how will you be travelling

iii: what size and the shape is the room

iv: what equipment will be available

v: who is speaking before you

vi: who will be introducing you

3: Classifying your objectives: setting the tone: What kind of atmosphere we are setting for the presentation.

4: Finding Material: Finds the best material for the presentation that suits you and the audience as well

5: Structuring Material: You decide the order in which you present the main material first.

i: Making Separate points

ii:Emphasizing one point
iii:Overlapping points

6: Writing a Presentation: It is important to be aware that written material can sound very different when it is delivered to an audience in spoken form...

7: Using Audio Visual Aids (AVD): it can be a picture or video which we use in the sludes is called our AVD

8:(Rehearsing): Practicing as much as you can makes you perfect you speak aloud that makes you perfect it can only be done with rehearsing....