

# POORNIMA UNIVERSITY

Branch :- Computer Science & Engineering

Course :- BCA (GEN)

Name of the Unit :- Presentation Skills

Course Code :- BCAT3208 BCA03208

Submitted to :- Mrs. Sneha Thakur

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Activity Number :- 2

Submitted by :- Ujjwal Gupta

- Presentation Skills -

Well developed Presentation skills enable you to communicate clearly, precisely and effectively in a variety of modes and registers and setting.

- 3 types of Presentation -

1) Information giving

2) Discursive

3) Demonstrative

Main Ideas, Questions & Summary:-

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## • Body of Presentation -

- Prepare the first draft of presentation
- Prepare the first set of prompts
- Put the presentation aside for a while
- Decide on audio-visual aids that will be useful
- Prepare the 'good enough' set of prompts

## • Structure -

Whether the audience can understand what you are trying to communicate will be determined by how you structure your presentation.

→ Tell them what you are going to tell them.

→ Revise what you told them.

## • Get introduction -

A good beginning can make the presentation well, but a poor and inappropriate one can seriously undermine it.

- Main Presentation —

This will be influenced by the general context  
aim of your presentation & the expected  
audiences.

- Conclusion —

It is also good practise to thank the audience  
for their patience and to invite question or  
discussion.

- Timing —

It is usually better to deliver less content at a  
reasonable pace, than too much content at  
a faster pace that may lead audience feeling  
overwhelmed and confused.

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## • Tips for Powerpoint Presentations -

- 1) Avoid cluttered slides at all cost.
- 2) Select a clear font as Arial or Helvetica.
- 3) Use bold rather than underline and avoid italics.
- 4) Avoid spelling or grammatical errors.
- 5) Use pictures in the presentation.
- 6) Keep 10 second slides.

## • Handout Material -

- Main Points / Heading
- Diagrams
- Chart
- Statistics
- References.

## ★ Non Verbal -

- eye contact
- Body language
- Smiling

- Feedback -

Presentation skills require much feedback preparation for next presentation should based on feed back from the last.

## \* Activity 1

- ① 20 - 200 People.
- ② Jump at the chance of volunteer.
- ③ Something pleasurable, like snack.
- ④ Being center of the stage; holding your audience in ~~the~~ palm of your hand.

## \* Activity 2

1) 4

2) 4

3) 5

4) 3

5) 4

6) 3

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## \* Activity 3

The three minute presentation

I give presentation in a confidence on Data Breaching. My PPT is good enough to explain the topic and to give it confidently. But there are some points in PPT that should be added and some more visualization to make it more interactive.

## \* Activity 4

y Confidence

2) No

3) Yes, 90% audience is attentive due to good presentation and expressing yourself. And 10% depend on their mind.

y Yes

5) Sometimes fast.

6) Yes

7) Change Text

\* Activity 5 -

- ① Body position and eye contact : Seems self confident during presentation
- ② Voice level : All the audience can hear what is said.
- ③ Diction :- Words can be clearly understood.
- ④ Know-how :- Higher Required.
- ⑤ Answering questions :- Adequate answers to nearly all question.
- ⑥ Time :- All topics explained in the time available.

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(7) Catching the audience's attention :- Audience's attention held at all times.

(8) Organisation :- Well organised & planned.

(9) Graphs, tables and photos :- All are interesting and useful.

(10) Types :- None

\* Activity 6 :-

Ticks are appropriate :

- ✓ Presenters introduce Self by topic.
- ✓ presentation had a clearly relevant introduction with a 'hook'.
- ✓ presentation had a useful agenda.
- ✓ presentation had clear structure.
- ✓ Arguments were offered logically, each argument was supported by relevant audience.
- ✓ Evidence was discussed.
- ✓ Evidence was sourced.

- Main argument & points were tested.
- ✓ The whole topic was covered & questions answered.

Main Ideas, Questions & Summary:-