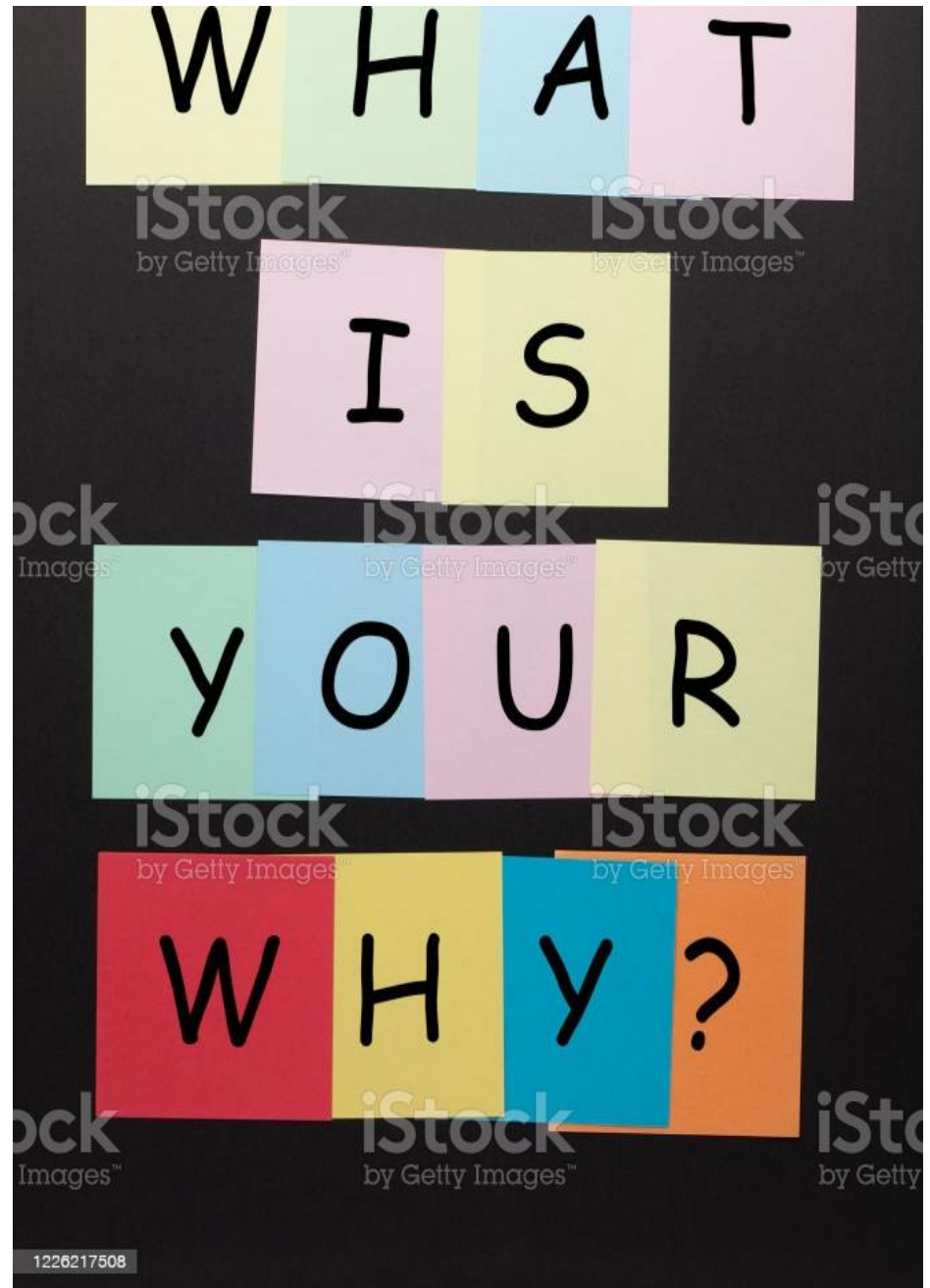


Communication & Presentation Skills



Why?



Who?



What?



How?

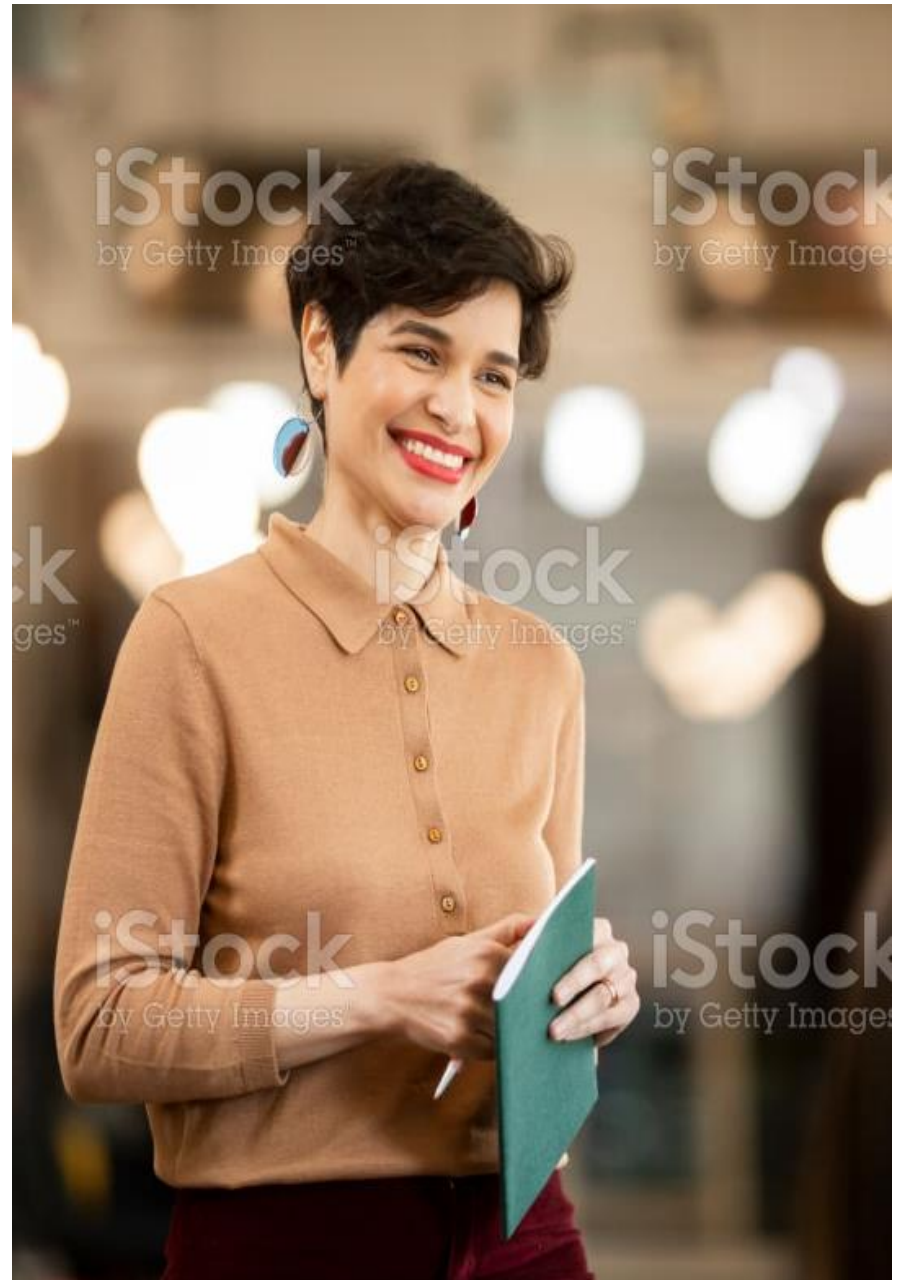




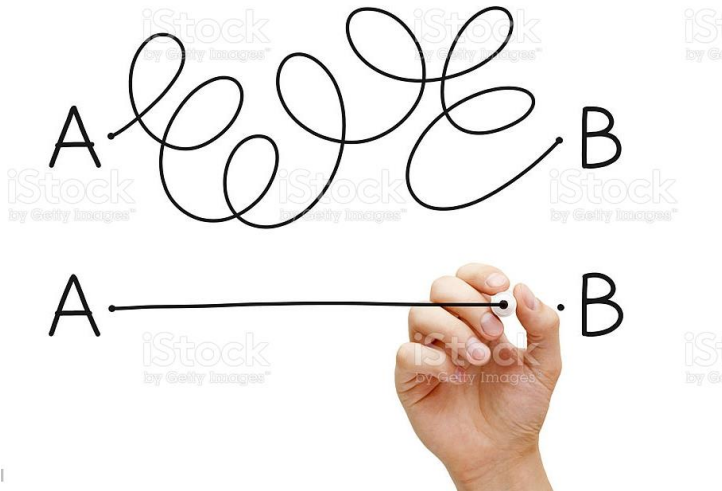
Where
And
When?

Performance

- Language
- Confidence
- Eye contact /Gesture/
Body Language
- Building Rapport
- Dress Code
- Smile



Structure



- Begin by placing your topic in context
- Provide an outline
- **Tell them what is in it for the audience**
- Organize the body of the presentation
- Ending
- Q & A Session

Slides



- Font
- Minimum number of words
- Visuals
- Colours
- White space

Voice

- Projection
- Pauses
- Pace





Audience Types

- The Know It All
- The Monopoliser
- The Nit Picker
- The Aggressive

Coping With Stage Fear

Your audience understands your nervousness

Nervousness is usually invisible

Be yourself, let the real you come through

Relax, practice some deep breathing techniques

Practice with friends, share your fears with friends

Check out the room first(space, equipment, lights)

Concentrate on the message

Begin with a slow, well prepared introduction

Have a confident & clear conclusion

Be prepared & practice

Rules Of Thumb!



- Eye contact
- Gesture to A minimum
- Enthusiasm and confidence – A must
- Avoid awkward physical mannerisms
- Be yourself
- Smile!

