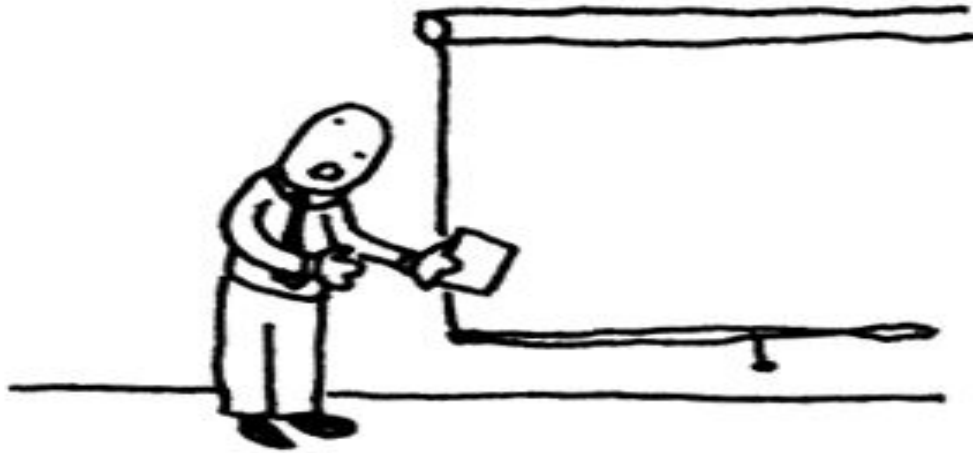


Presentation Skills

REMEMBER: A PRESENTATION IS A PERFORMANCE. What you say is important, but how you say it is even more important.

Is it a good presentation?



and now, let's dim the lights, so i can show you computer slides and read the exact text of the slides to you

General Rules

- ❖ ***Plan*** your presentation

thinking about your audience and technical details - equipment, the size of the room, etc.

- ❖ ***Structure*** your presentation

KISS principle – keep it short and simple, use short words and sentences.

the “hook” & the “bang”

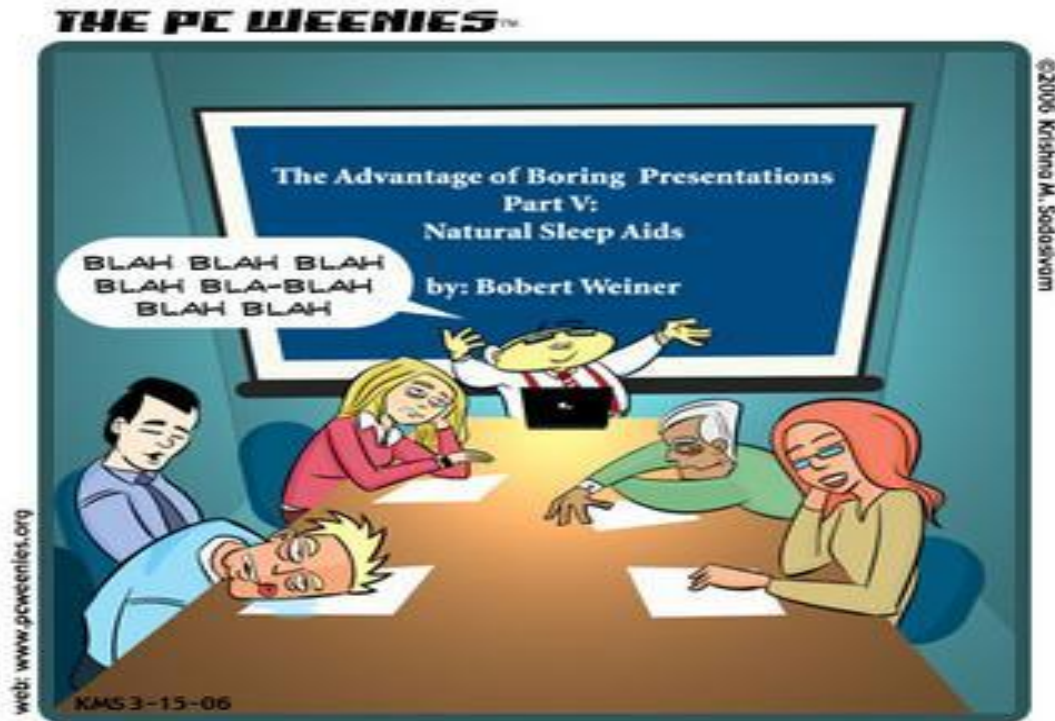
- ❖ ***Rehearse*** your presentation

If you fail the preparation stage...



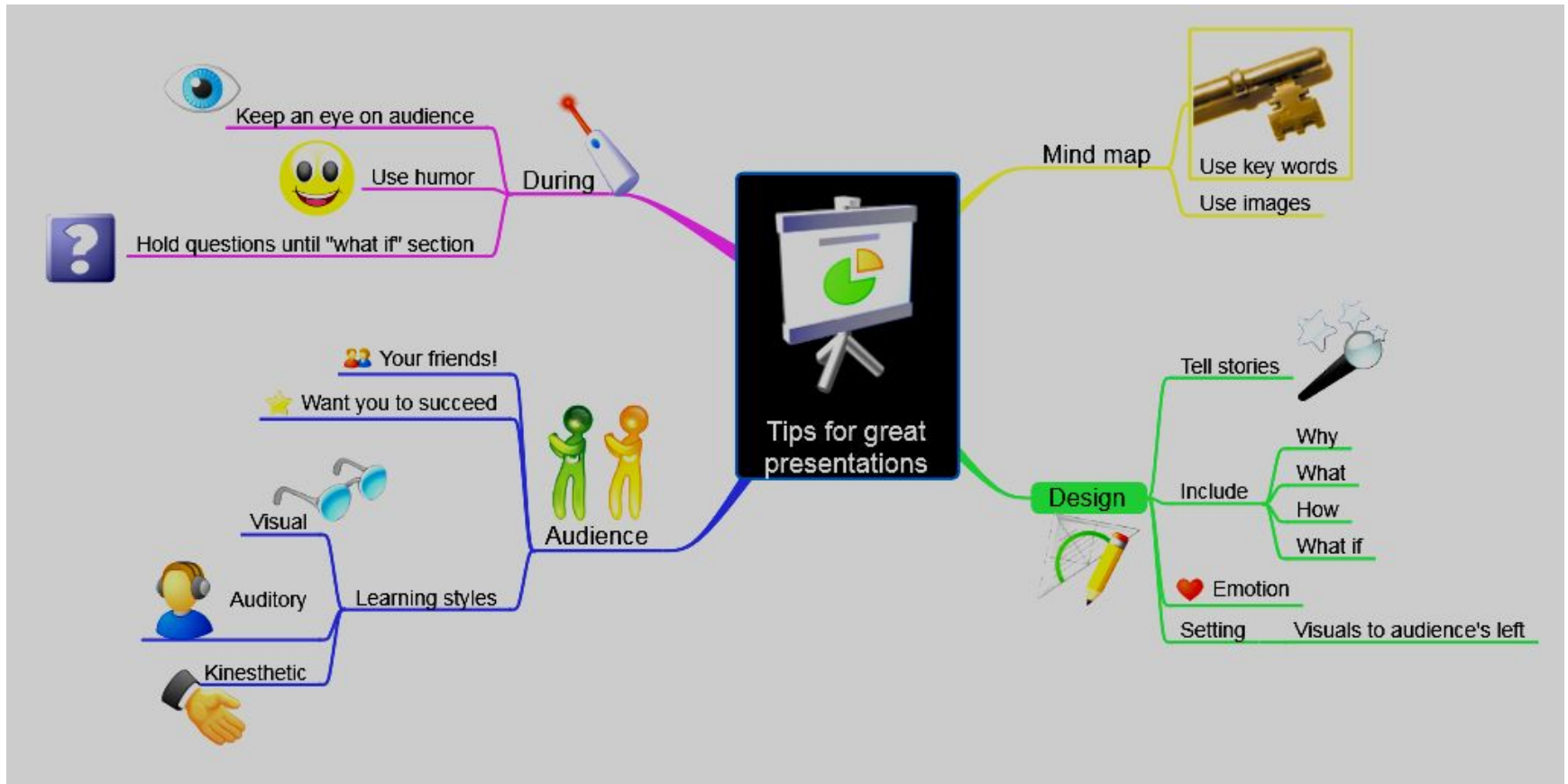
"Which brings us to my next point."

No hook, no map, no...BANG!



POWER POINT: MAKING TERRIBLE
SPEAKERS EVEN WORSE SINCE 1987.

Presentation Mind Map



Structure of an oral presentation

- ❖ Beginning or Introduction
- ❖ Middle or Body
- ❖ End or Conclusion
- ❖ Question & Answer session (QA)

Part 1. The introduction

- ❖ Useful language:
 - Good afternoon (ladies and gentlemen\ fellow colleagues), let me introduce myself.
 - Good morning, my name is Lawrence Green. I'm a student at the INT and I'd like to talk to you today about...
 - When you introduce a fellow speaker or a guest, say, "Now, I'll give the floor to..."

Give your objectives (purpose, aim, goals)

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search ID: aton1535

"Were you going to say something,
or were you just going to chew your cud?"

How to introduce the subject

- Today I'm going to talk about...
- The subject of my presentation is...
- The theme of my talk is going to be...

To get the audience's attention you could introduce the subject by saying :

- Have you ever heard of (seen)...?
- You may already know...

Announce your plan (outline)

- I've divided my presentation into Y parts
- In the first part I give a few basic definitions...
- In the next section I'll explain...
- In the last part I'd like to give some examples..

Make transitions between the parts:

- Now let us turn to point one.
- Let us move on to the second part.

Signposting is telling people where you are and where you are going



Part 2. The body of the presentation

- ❖ *Sequence ideas in different ways:*
 - logically; chronologically; cause\effect;
 - from general to specific; problem\solution;
 - from acceptable to controversial;
- ❖ *Signposting or signaling*
 - Now we'll move on to...
 - A good example of this is
 - To illustrate this point...
 - I'll come back to this question later in my talk

Use visuals pictures, diagrams, handouts



Photo - Ric Bretschneider

Why use visuals?

- to focus attention of the audience
- to illustrate the points (e.g. statistics)
- to change focus from oral to visual

How many slides per a presentation?

One every 2 minutes. Too many slides is worse than none at all.

How many words per slide?

Part 3.The End or Conclusion

It should include 4 parts:

- Reminder of what you have shown and said
- Short conclusion
- Thanks for the audience for listening
- Invitation to ask questions

Useful language to end the presentation

- I'd like to sum up \summarize
- I'd like to run through the main points
- As a result we suggest that
- In conclusion I'd like to say that
- I'd be happy to answer any questions....
- If there are any questions please feel free to ask.
- Thank you very much for your attention

You are a success!

