



Presentation Skills

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Agenda

- **Meaning of Presentation**
- **Key Elements of Presentation**
- **Types of Presentation**
- **Top Ten Fears**
- **How to Manage Fear of Giving Presentation**
- **Ways to Improve Presentation Skills**
- **Create an Effective PowerPoint Presentation**

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Objective of the Session

- To learn how to manage the fear of public speaking and to improve the presentation skills

Meaning of Presentation

- A presentation is a mean of communication that can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.



Key Elements of Presentation

1. Presenter
2. Audience
3. Message/Content
4. Methods



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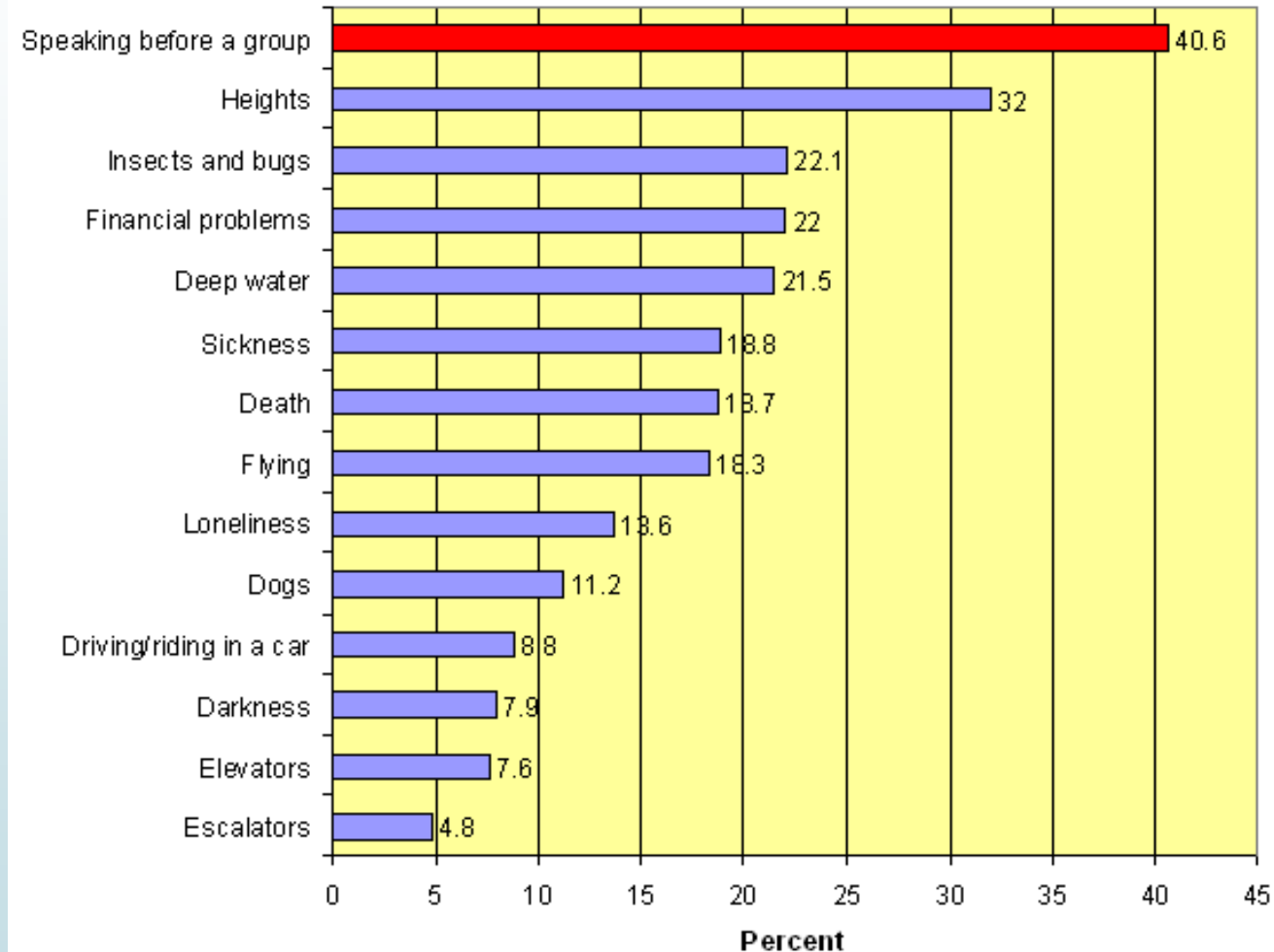
Types of Presentation

- **INFORMATIVE**
- **PERSUASIVE**
- **DEMONSTRATIVE**
- **INSPIRATIONAL**

Top Ten Fears

The Book of Lists - By David Wallenchinsky

10. Dogs
09. Loneliness
08. Flying
07. Death
06. Sickness
05. Deep water
04. Financial problems
03. Insects and bugs
02. Heights
01. Speaking before a group



How to Manage Fear of Giving Presentation

- ▶ Start Small
- ▶ Arrive early and Settle in
- ▶ Mingle with the audience before you begin
- ▶ Practice your Speech
- ▶ Get Organized
- ▶ Don't just memorize the Words
- ▶ Take Deep Breath
- ▶ Drink glass of water
- ▶ Smile while presenting



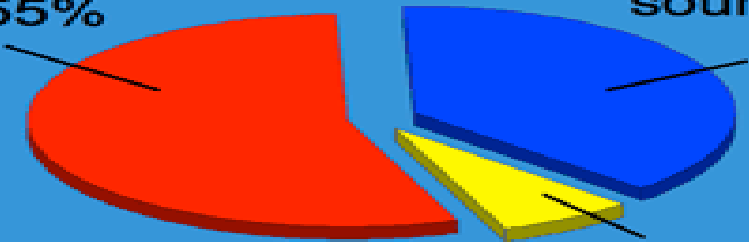
Ways to Improve Presentation Skills

- ▶ Know your topic
- ▶ Know your audience
- ▶ Greet the audience and introduce yourself
- ▶ Story telling
- ▶ Don't Try to Cover Too Much Material
- ▶ Personal Appearance
- ▶ Selecting and using the right visual aids
- ▶ Work on your pauses
- ▶ Watch your body language

Speaker's Impact

How you look: 55%

How you sound: 38%



Dr. Mehrabian,
UCLA

What you say: 7%

Ways to Improve Presentation:

- ▶ Actively Engage the Audience
- ▶ Be Entertaining
- ▶ Notes and Hand-outs
- ▶ Admit it if Don't Have All the Answers
- ▶ Attend other presentations
- ▶ Demonstrating passion and enthusiasm
- ▶ Practice! Practice ! Practice!
- ▶ Relax, Breathe and Enjoy



To Create an Effective Power Point Presentation



The 6 X 6 Rule

- No more than 6 bullets per slide
- No more than 6 words per bullet

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Effective PowerPoint Presentation

- **Use photos, charts and graphs**
- **Use a Presenter Mode**
- **Add video to your PowerPoint**
- **Use Contrasting Colors for Text and Backgrounds**
- **Check for any spelling/sentence error**
- **Add Consistency to Your Simplicity**

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Effective PowerPoint Presentation

- Compose own slides
- Limit punctuation and avoid all caps
- Avoid lots of slides transitions and animations
- *Highlight What's Most Important*
- Avoid fancy fonts
- Keep your slides simple



“The Goal of the **Presentation** is not only to **Inform** but also to **Impress**”

- William Rushton

Any Questions?

Thank you



**HAVE A
NICE DAY**