

Presentation

A speech or talk in which a new product, idea, or piece of work is shown and explained to an audience is called presentation. There are two basic types of presentations- Informative presentation and Persuasive presentations.

Presentation Skills

Presentation skills are the skills you need in delivering effective and engaging presentations to a variety of audiences. These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey.

1. Show your Passion and Connect with your Audience

It's hard to be relaxed and be yourself when you're nervous.

But time and again, the great presenters say that the most important thing is to connect with your audience, and the best way to do that is to let your passion for the subject shine through. Be honest with the audience about what is important to you and why it matters.

2. Focus on your Audience's Needs

Your presentation needs to be built around what your audience is going to get out of the presentation. You need to make it easy for your audience to understand and respond.

3. Keep it Simple: Concentrate on your Core Message

When planning your presentation, you should always keep in mind the question. You should be able to communicate that key message very briefly.

4. Smile and Make Eye Contact with your Audience

If you smile and make eye contact, you are building rapport, which helps the audience to connect with you and your subject. It also helps you to feel less nervous.

5. Start Strongly

The beginning of your presentation is crucial. You need to grab your audience's attention and hold it.

6. Use your Voice Effectively

The spoken word is actually a pretty inefficient means of communication, because it uses only one of your audience's five senses. That's why presenters tend to use visual aids, too. But you can help to make the spoken word better by using your voice effectively.

7. Use your Body Too

It means that as well as your tone of voice, your body language is crucial to getting your message across. Make sure that you are giving the right messages: body language to avoid includes crossed arms, hands held behind your back or in your pockets, and pacing the stage.