

PRESENTATION SKILLS



Definition

Presentation

- “Something set forth to an audience for the attention of the mind “





*“Great speakers aren’t born,
they are trained.”*

Presenting is a Skill...
Developed through
training and experience

Why Give A Presentation?

Three Main Purposes

1. Inform
2. Persuade
3. Educate



What Makes an Effective Speaker?

- Control of information
- The voice used
- The right words
- Use of body language
- Prompts, scripts and notes
- The right location
- Useful and meaningful visual aids

Vocal Techniques

- **Loudness**
 - Will you be using a microphone?
- **Pitch**
 - Vary to make points
- **Pause for effect**
 - Allow time for message to “sink in”
- **Norm for emphasis**



The Voice

- C: Clear – the use of simple, easily understood words and phrases
- L: Loud (enough) – it is important that everyone can hear you
- A: Assertive – a bright and confident air born of knowledge of the subject and good preparation
- P: Pause – it is essential to allow the listeners time to digest what you have said

Use the Rights Words

What you say, and how you say it,
is the key to a successful presentation:

P – state your position or point

R – explain your ideas

E – use examples

P – restate your position or point

Use of Body Language

- Make eye contact
- Use your hands, but don't go crazy
- If possible move around, but slowly!
- **DON'T** speak with your back to the audience

Common Problems

- Verbal fillers
 - “Um”, “uh”, “like”, “you guys” , “Basically” , “you know”
 - Any unrelated word or phrase
- Rocking and pacing
- Hands in pockets
- Lip smacking
- Fidgeting

Thanks

