



# Presentation Skills

-Week 10-



# Presentation Skills

- Structure of presentation
- Preparing a presentation
- Delivering a presentation

# Presentation Skills

## Structure of Presentation

- Introduction
- Body / Content
- Conclusion

# Presentation Skills

## Structure of Presentation



### ➤ Introduction

- Introduction of the presenter(s).
- Explanation of topic / title.
  - What the topic is.
  - Why it is important / interesting.
- Explanation of structure.

#### Language examples for introduction

*“Good morning, \_\_\_\_\_. My name is \_\_\_\_\_ from \_\_\_\_\_.”*

*“Good morning, I’m \_\_\_\_\_ and these are my friends \_\_\_\_\_.”*

*“Today I’m / we’re representing \_\_\_\_\_, and we would like to talk about \_\_\_\_\_.”*

*“You must have heard about \_\_\_\_\_,”*

*“We are here to tell you about \_\_\_\_\_.”*

*“We will start by explaining about \_\_\_\_\_, followed by \_\_\_\_\_.”*

*“If you have any questions, \_\_\_\_\_.”*

# Presentation Skills

## Structure of Presentation



### ➤ Body / Content

- *Chronological (stages of events)*
- *Steps in a process*
- *Listing factors*
- *Comparison*
- *Causes and effects*
- *Problems and solutions*
- *Etc.*

#### Language examples for bridging between parts.

*“Now let’s start with \_\_\_\_.”*

*“Now let’s turn to \_\_\_\_”*

*“And that brings me nicely to the next point, which is \_\_\_\_”*

# Presentation Skills

## Structure of Presentation



### ➤ Conclusion

- Summarize the content of the presentation.
- Finish with a strong ending, and it may also include suggestions, and / or opinion.
- Thank the audience
- Invite questions

### Language examples for conclusion

*“Before I finish, let me summarize the main points,”*  
*“That concludes all I have to say, Hopefully I have given you a clear explanation about\_\_\_\_\_”*

*“I strongly believe \_\_\_\_\_.”*  
*“I recommend that \_\_\_\_\_.”*

*“Thank you for your kind attention,”*

*“If there are any questions I’d be delighted to answer them.”*

# Presentation Skills

## Preparing a presentation

- Selecting topic
- Planning and organizing content
- Preparing visuals

- 1) What is the goal of the presentation?
- 2) Who is your audience?
- 3) What is the issue that your audience is facing?
- 4) What do they need / want to know?
- 5) What do they already know?

# Presentation Skills

## Preparing a presentation

### ➤ **Selecting topic**

- *Focus on the goal.*
- *Relevant and appropriate for the audience.*

### ➤ **Planning and organizing content**

- *Support the topic.*
- *Logical structure (chronological, cause-effect, etc.)*
- *Consider audience's background knowledge.*
- *Lots of new information.*

- 1) What is the goal of the presentation?
- 2) Who is your audience?
- 3) What is the issue that your audience is facing?
- 4) What do they need / want to know?
- 5) What do they already know?



# Presentation Skills

## Preparing a presentation

### ➤ Preparing visuals

- Visuals can be anything to help audience visualize the content of presentation.

- Type of visuals

- Posters
- OHP
- PowerPoint slides.
- Realia.
- Etc.

- Form of visuals

- Pictures
- Graphics
- Notes (in bullets)

- Rules of good visuals

- Information can be clearly seen by the audience.
- Use the same format and fonts throughout the presentation.
- Not too much information on one visual.
- Good slides often have the least information.

- 1) What is the goal of the presentation?
- 2) Who is your audience?
- 3) What is the issue that your audience is facing?
- 4) What do they need / want to know?
- 5) What do they already know?

# Presentation Skills

## Preparing a presentation

### ➤ Others

- Time limit
- Venue
- Seating arrangements
- Technical aspects
- Etc.

- 1) What is the goal of the presentation?
- 2) Who is your audience?
- 3) What is the issue that your audience is facing?
- 4) What do they need / want to know?
- 5) What do they already know?

# Presentation Skills

## Delivering a presentation

- Describing Facts and Figures
  - Use visuals where possible
  - Pronounce numbers clearly.
  - Repeat important information if necessary
  - Select only the important and relevant information
- Presenting graphics / tables
  - Do not read out all information in the graphic.
  - Pick out high and low figures.
  - Pick out surprising / interesting figures.
  - Summarize the data.

World Heritage Site				
Zone	Natural	Cultural	Mixed	Total
Africa	33	42	3	78
Arabian States	4	60	1	65
Asia-Pacific	48	129	9	186
Europe, US & Canada	56	375	9	440
Latin America & Caribbean	35	83	3	121
Total	176	689	25	890

# Presentation Skills

## Delivering a presentation

### ➤ Supporting a point of view

- Giving examples, evidence, conclusion of earlier studies / reports
- Recognize opposing view but (politely) saying why it is wrong
- Avoid emotive language and unsupported personal experience.

### ➤ Rules of Delivery

- Speak clearly and confidently.
- Speak loudly enough for everyone to hear.
- Do not read out the information written on visuals.
- Give "open gesture"
  - Face and make eye contact with people in the audience
  - Do not cross arms / legs
  - Do not read from notes

# Presentation Skills

## Additional skills for presentation

### Building rapport

- Common experience
  - “As all of us probably know, ....”
  - ”When we think of ....., most of us probably have ..... in mind.”
- Anecdote
  - “I remember when ....”
  - “An interesting thing happened to me .....
- Asking Questions
  - ”How many people .....
  - ”Is anyone here from.....?”