TIPS

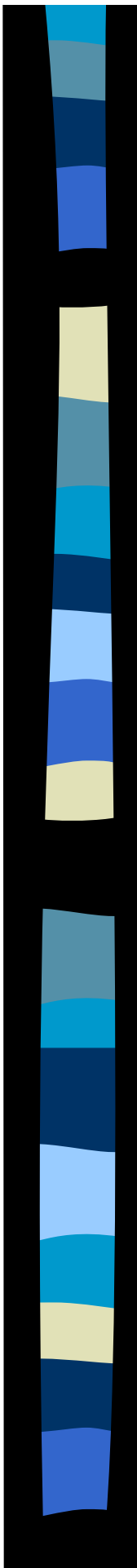## for

EFFECTIVE

ORAL

PRESENTATIONS

and more…

"The most beautiful thing about learning is nobody can take it away from you."

– B. B. King

By Dan Bell   **March 11, 2004**

AGENDA

- 9:30-10:30 Presentation tips

- 10:30-11:00 Technical tips
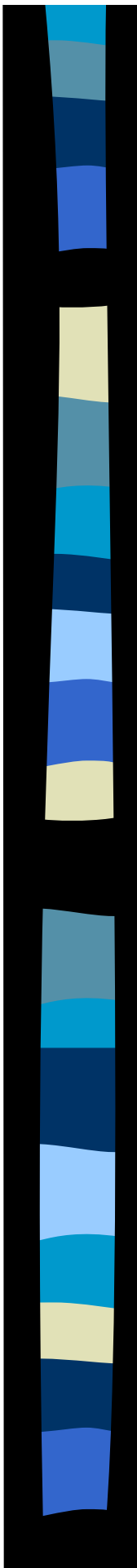
- 11:00-11:15 Handling Q&A's

- 11:15-11:30 Real Q&A

Effective Presentations
-Objectives-

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Objectives

- Learn how to control nervousness

- Organize your presentation

- Proper gestures and body movement

- Vocal variety

- Choosing the right words

- Use of props and visual aids

Why have good presentation skills?

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To get our message across to the audience.

 To maintain audience interest.

To know how to address your audience's needs.

To stay within your time limit.

To organize your message in a logical format.

10 Steps to Control Nervousness

1. Know your material
2. Know the audience
3. Know the room
4. Relax
5. Visualize yourself
6. Realize others want you to succed
7. Do not apologize
8. Concentrate on the message
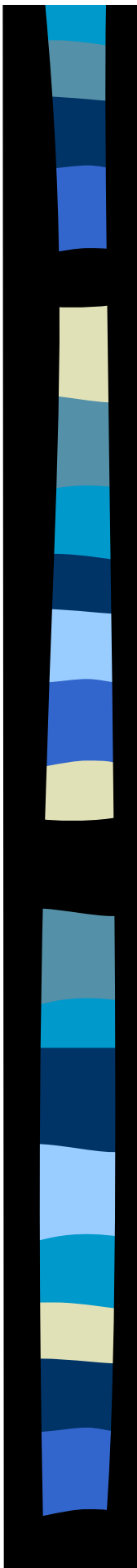9. Turn nervousness into energy
10. Gain experience

Purposes of Speaking

- To inform

- To persuade

- To inspire

- To entertain

Organizing Your Presentation

■ Opening

■ Body

  – First point

  – Second point

  – Third point

■ Closing
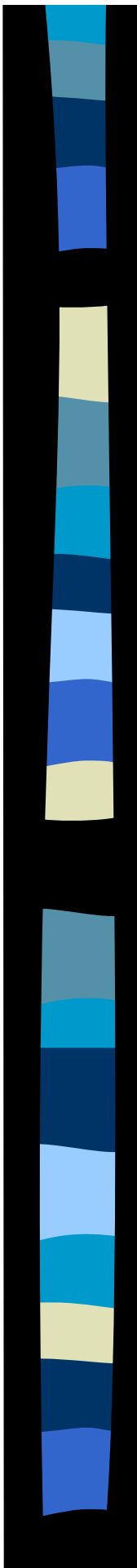
Beginning Your Presentation

- ■ Good openings
  - – Startling question

  - – Quotation

  - – Story

  - – Object or picture

  - – Humour

Supporting Your Presentation

- Limit to 3-5 key points

- Write down any facts

- Choose the best three

- Elaborate on each one

- Contrary views can be used

Concluding Your Presentation

- Leave a lasting impression

- Reinforce your purpose

- Finish confidently

- Once you begin to wrap up, do it.

Other Oral Presentation Development Methods

- ## The AIDA method
  - Attention
  - Interest
  - Desire
  - Action

- ## The Problem-Cause-Solution method

- ## Other organizational methods

Gestures and Body Movement

- Movement

- Gestures

- Facial expressions

- Eye contact
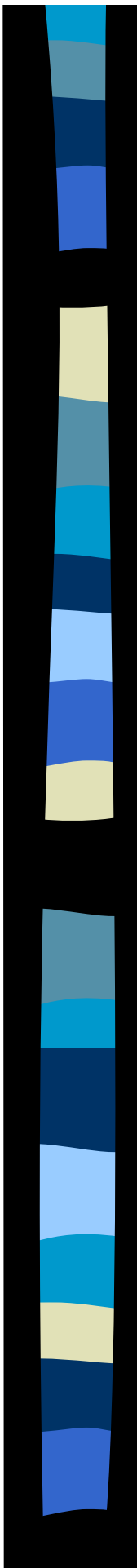
Vocal Variety

- Volume

- Pitch

- Rate

- Overall quality

Choosing Your Words

- Use short words

- Avoid jargon

- Use vivid words

- Avoid filler words

- Use short sentences

- Pauses

- Humour

Visual Aids

■ **Five key benefits**
  – Understanding
  – Time
  – Attention
  – Attentiveness
  – Nervousness

■ **Choosing a visual aid**

Visual Aids

Let our advance worrying become advance thinking and planning."

Sir Winston Churchill

isual aids should only be used where they can enhance your presentation.

ive key benefits of using visual aids:

. They increase understanding.

Most of what people learn is through their eyes.

. They save time.

Information is processed faster by the brain when it is visually received.

They help the audience understand complex ideas.

They enhance attention.
- the information you wish to convey
- the size of the audience
- the environment (room) People remember more when they both hear and
- the equipment available see your message.
- the time needed to prepare
- the amount of $$$ you can afford They promote attentiveness.

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They keep wandering minds focused on you.

Visual Aids

- **Five key benefits**
  - Understanding
  - Time
  - Attention
  - Attentiveness
  - Nervousness
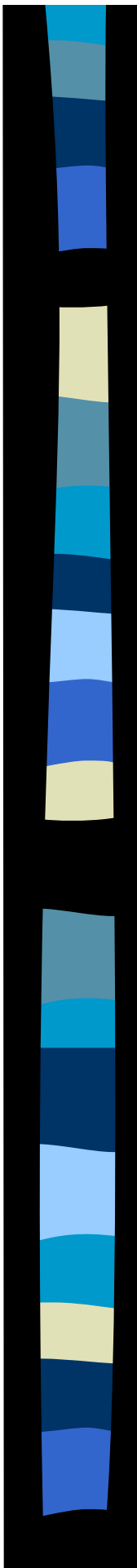
- **Choosing a visual aid**

Objectives

- Learn how to control nervousness

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Technical Presentation Tips

Two most important elements:
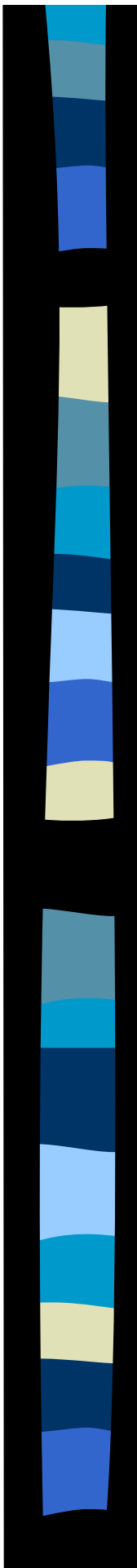
- Reading

- Organization

Technical Presentation Tips

- **Creating the speech**
  - Write as if "talking it"

- **Typing the speech**
  - Make it easy to read

- **Reading the speech**
  - Orchestrate it

- **Practice, practice, practice.**

WE ALL HAVE DREAMS. THEY ARE

PART OF WHAT MAKES EACH ONE

OF US UNIQUE. MORE

IMPORTANTLY, HOWEVER, IS THE

FACT THAT NO ONE, NO ONE, CAN

TAKE THEM AWAY; BECAUSE

DREAMS LIVE INSIDE OF US; IN

OUR MINDS AND IN OUR HEARTS.

Technical Presentation Tips

- ## Creating the speech
  - Write as if "talking it"

- ## Typing the speech
  - Make it easy to read

- ## Reading the speech
  - Orchestrate it

- ## Practice, practice, practice.

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Technical Presentation Tips

Several types of presentations:

- Technical briefing

- Proposal

- Technical paper

- Team presentation

The Technical Briefing

- Analyze your audience

- State your objective

- Define your main message
  - Support it with 3-4 points
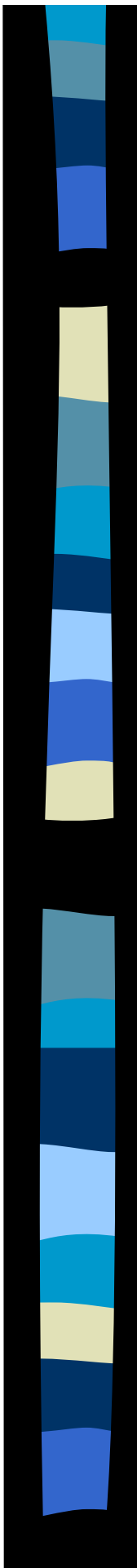 - Repeat it in the speech

The Proposal

- **Determine your purpose**

- **Determine your audience's needs**

- **Define your main message**
  - Support it with 3-4 points
  - Repeat it in the speech

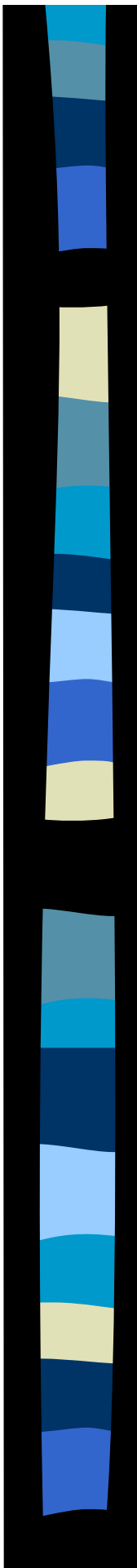- **Urge audience to take action**

Presenting a Technical Paper

- ■ Focus on 4-5 key points

- ■ Use visual aids to clarify each point

- ■ Organize
  - – State the project scope
  - – State your key points
  - – Summarize with benefits, applications, or recommendations

The Team Presentation

■ Differences:

– Select your presentation team

– Assign responsibilities

– Adhere to timetables

– Supervise and monitor progress

– Dress rehearsal

Handling Q & A Sessions

- ## BE YOURSELF!!!
- ## Plan for them
  - Develop
  - Review
  - Practice
- ## During the session
  - Listen carefully
  - Watch your body language
  - Respond directly
- ## What if you don't know?