

Presenting information clearly and effectively is a key skill in getting your message across. Today, presentation skills are required in almost every field, and most of us are required to give presentations on occasions. While some people take this in their stride, others find it much more challenging

It is, however, possible to improve your presentation skills with a bit of work..

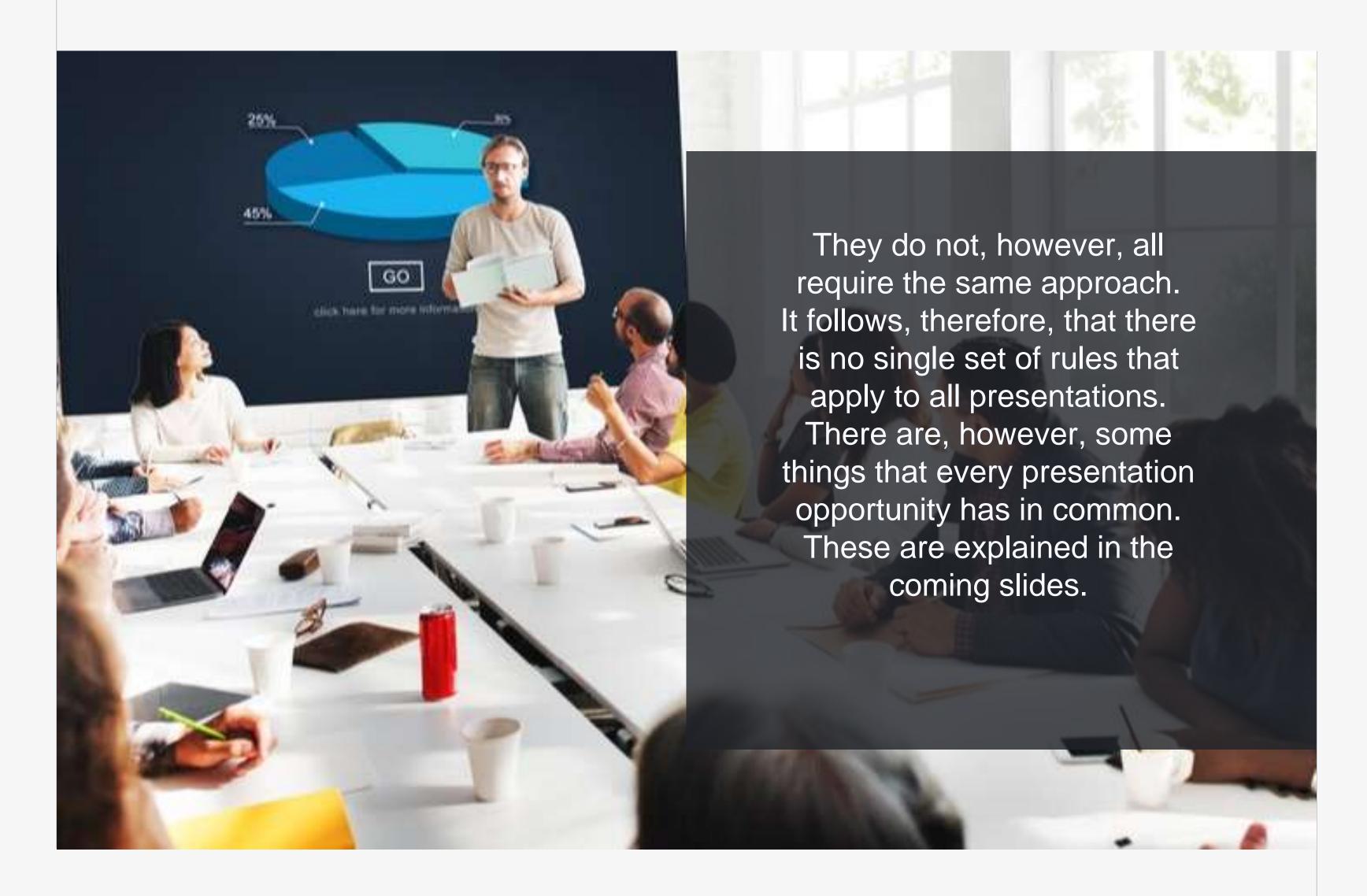
These slides focus on the same.



Various types of presentations include



- 01. Conference
- 02. Proposal
- 03. Wedding
- 03. Vote of thanks
- 03. Farewell
- 03. Seeking investment



O1. Co,,on points

You will present better if you have prepared effectively.

This does NOT necessarily mean that you have written out your speech verbatim and rehearsed it until you know it off by heart—although that might work for some people. It does, however, mean that you have to be confident that you are saying the right thing, in the right way, to the right people.

02. Common points

You need to be clear about your audience and your message.

Every presentation will be better if you have clearly considered the message that you want or need to convey, and how best to convey it to your audience. These two pieces of information drive your style, structure, content, and use of visual aids.

03. Common points

You must never overrun your allocated time.

In other words, don't outstay your welcome. Almost every speech or presentation is better if it is shorter. Nobody minds going for coffee early or finishing before they expected to do so. Everybody minds being held up.

O4. Common points

Generally speaking, your audience starts on your side.

As a rule, your audience is there (more or less) voluntarily. They have chosen to listen to you, and they want to enjoy your presentation. The occasion is yours to lose.



Skip

Skip through some slides to a section that they may find more interesting;

Suggest

Suggest that everyone looks a bit sleepy, and maybe it would be better to start questions early, or have a discussion.

Ask

Ask the audience at the start of the presentation what they are expecting and what they want you to cover. That way, you can tailor the presentation to fit their expectations

Preparation

Preparation is the most important part of making a successful presentation. The most important aspects include the objective of the presentation, the subject, and the audience. Effective presentations usually require careful thought and preparation—although this preparation need not take very long.





01. Organize

Irrespective of whether the occasion is formal or informal, you should always aim to give a clear, wellstructured delivery. To do so, you need to organise your presentation material. You can either do this in your head, or use a technique like mind-mapping to help you identify links and good flow.

02. Writing

By the time you come to write your presentation, you should know exactly what you want to say and the order in which you want to say it. You may want to use one of the standard presentation structures, such as 'What, Why, How?'. You will also find it helpful to consider how to tell your story most effectively, and to use stories in your presentation to illustrate points.

03. Decide

You also need to decide on your presentation method. Presentations range from the formal to the informal. Your choice of presentation method will depend on many factors, including the audience, the venue, the facilities, and your own preferences.

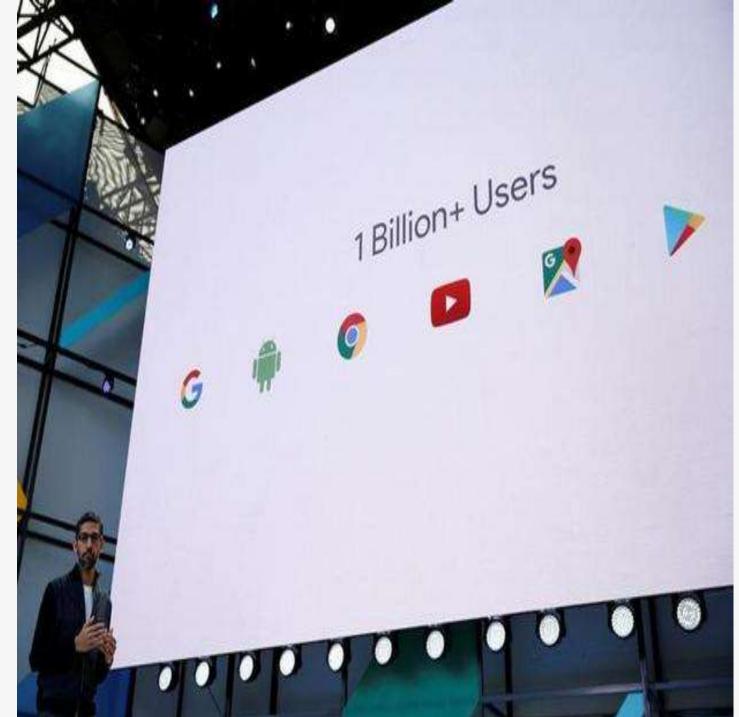
04. Visuals

Visual aids can add another dimension to your presentation, helping to hold your audience's attention, and also act as a reminder of what you wanted to say. However, they need handling with care. Only use visual aids if they are necessary to maintain interest and assist comprehension. If visual aids are not used well, they can ruin a presentation.

A particular case of visual aids is the use of data in a presentation

You also need to remember that many people find numbers difficult to understand.





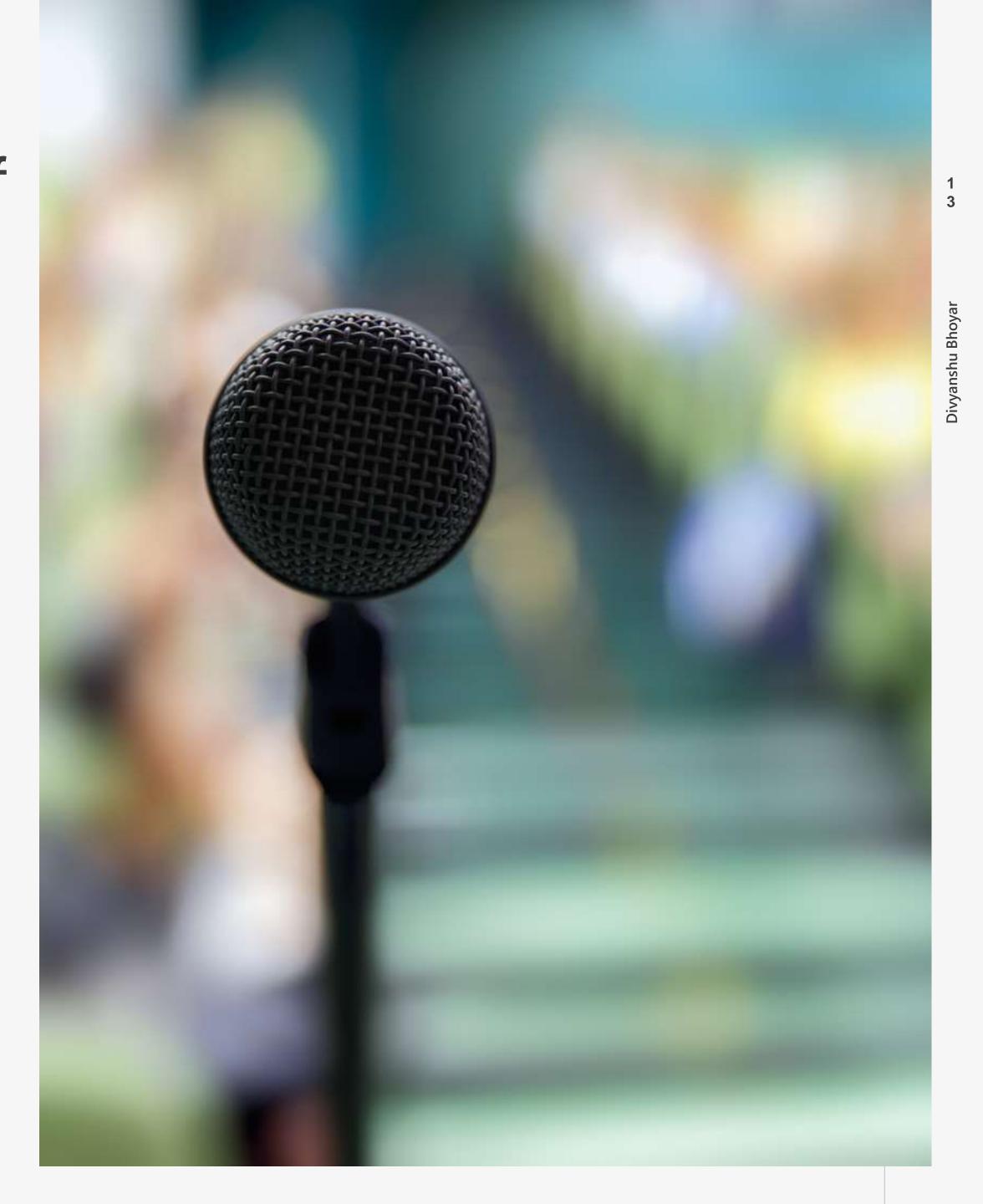


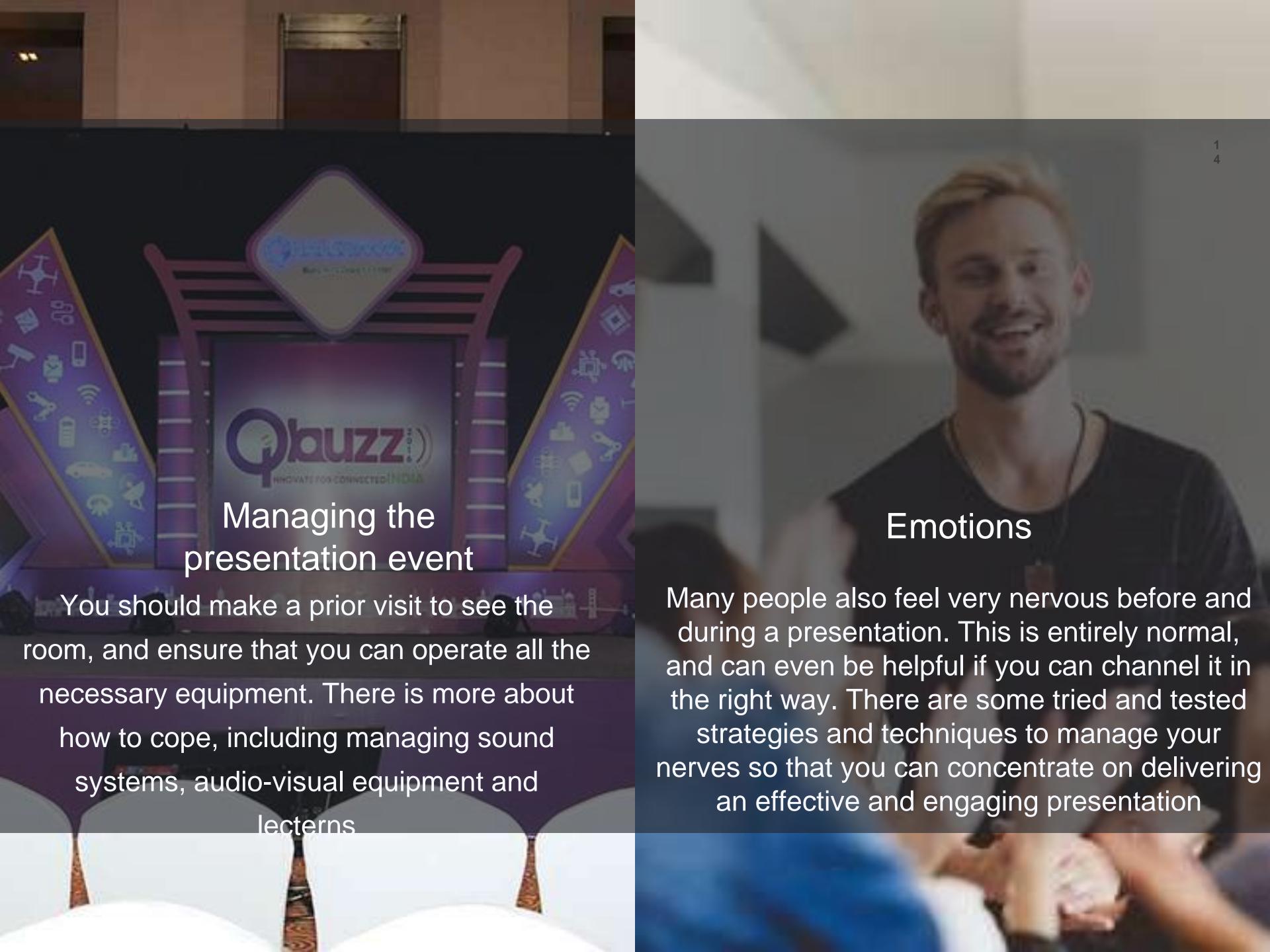
There are times when using data in a presentation can really help you to tell the story better BUT not always

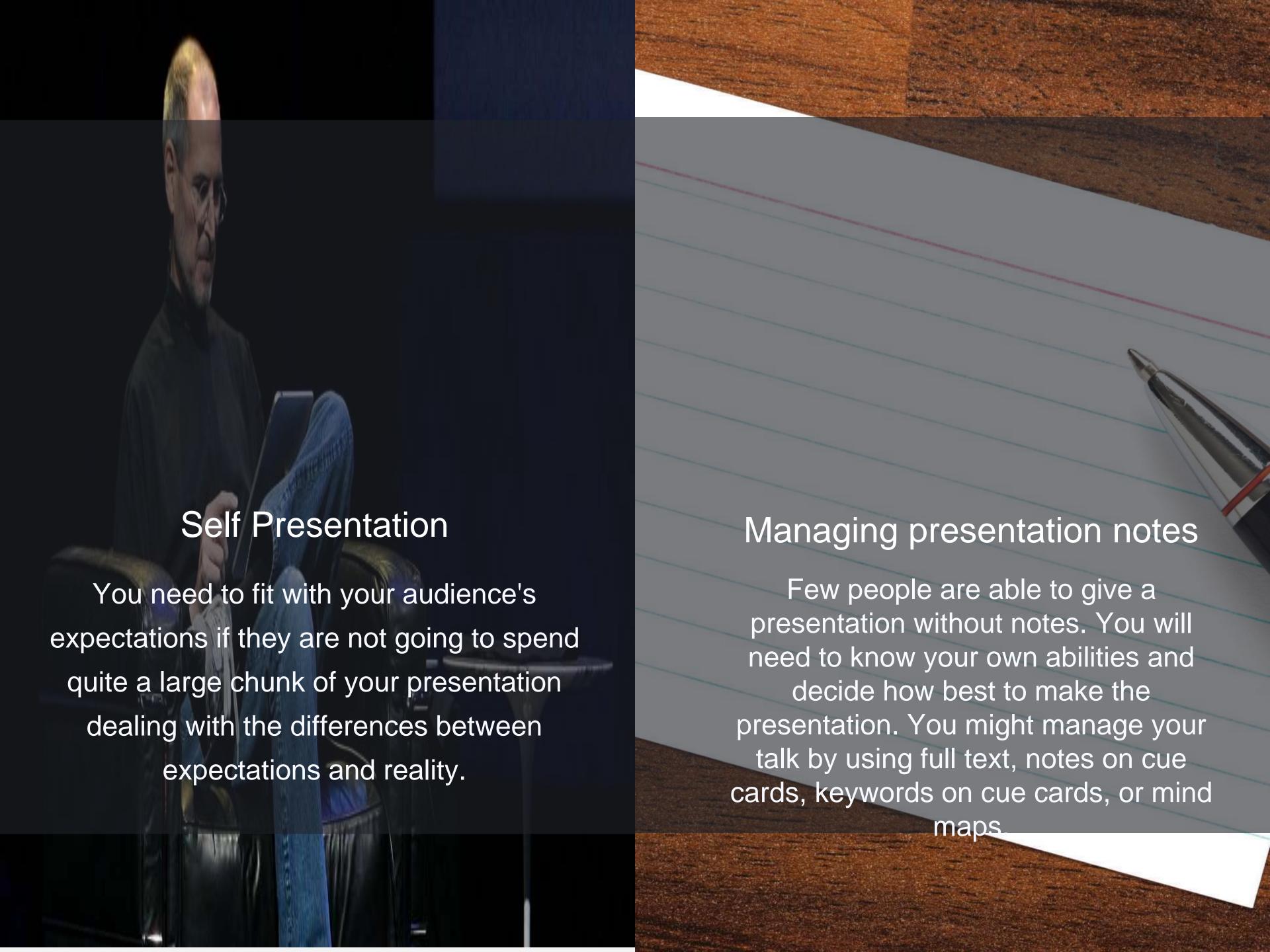
On the day of presentation

In the midst of
movement and
chaos, keep stillness
inside of you. —
Deepak Chopra

The coming slides cover the important aspects of preparation on the final day









Thank You.