

**FC for 4<sup>th</sup> Batch MES, 2022**  
**“ Presentation Skills”**

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# Interest

“When they get up, they don’t know what they are going to say; When they are speaking, they don’t know what they are saying; And when they sit down, they don’t know what they have said.”

**Winston Churchill**



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# Structure of the Presentation

- Introduction
- What is Presentation
- Objectives of Presentation



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# Structure of the Presentation

- Steps involved in presentation
  - Planning a presentation
  - Preparing a presentation
  - Practicing a presentation
  - Presenting the presentation
- Conclusion
- Q&A
- Thank You



# Introduction

- **I**nterest- arouse
- **N**eed-for learning
- **T**itle-Presentation skills
- **R**ange-How far, how deep (structure/content)
- **O**bjectives- observable, achievable, testable



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# What is a presentation?

- A structured communication with a purpose suitable for many situations like briefing, knowledge sharing, talking to a team etc



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# Difference between Lecture & Presentation?

	Presentation	Lecture
Formality	Less formal	Very formal
Scope	Diff situations	Limited
Involves	Talk, Demo	Mere talk
Use of body language	Very much used	Not much imp
Practice	Very much needed	Not much needed
Structure	More flexible	Very structured



# Objectives of Presentation

- Inform
- Improve knowledge
- Arouse interest
- Persuade for action



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# Steps involved in Presentation

- Plan
- Prepare
- Practice
- Present



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# Planning for a Presentation

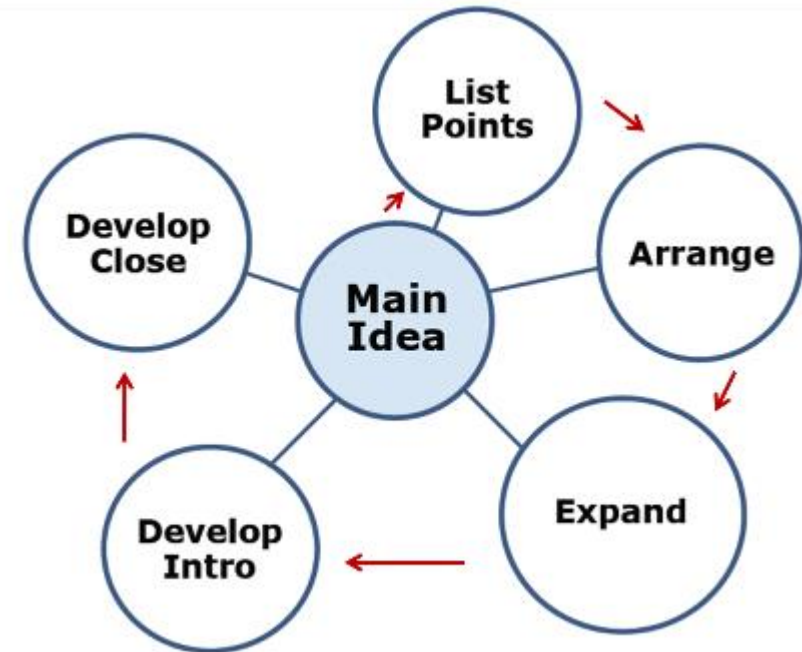
- Who are the audience?
- What do they do?
- Is the topic relevant to them?
- Duration given?
- Location and facilities?



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# Preparing a Presentation

- Common to any presenter
  - Structure
  - Prompts
  - Visual Aids



# Preparing a Presentation

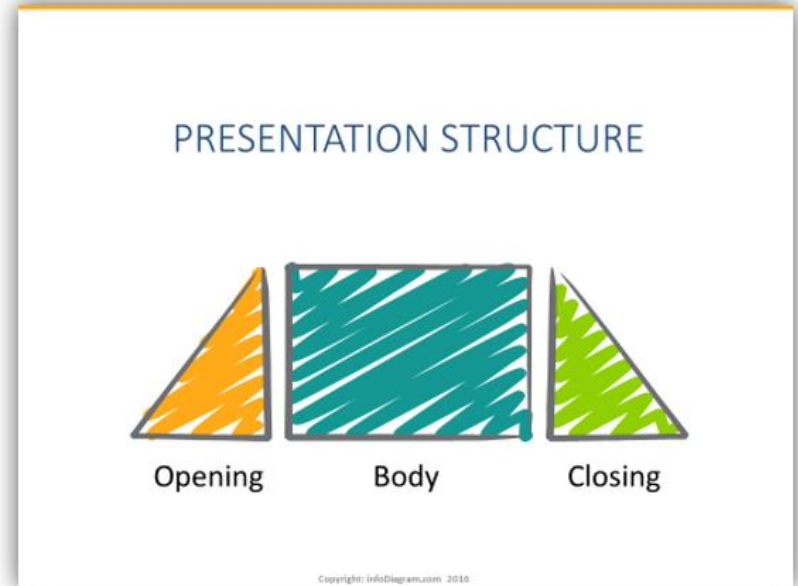
- Unique to a Presenter
  - Body language
  - Voice, Tone
  - Style



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# Preparing a Presentation-Structure

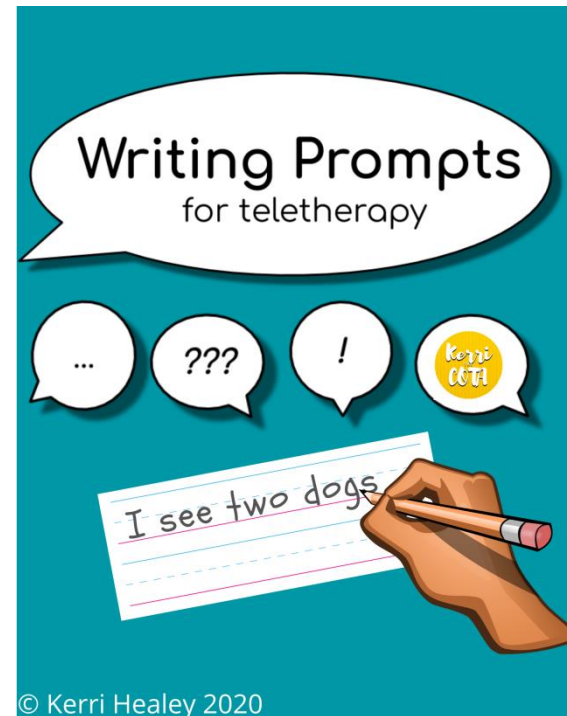
- Introduction-Grab attention
- Objectives- able to Do
- Content-relevance
- Summary-Key messages
- Q&A-clarify/reinforce



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# Preparing a Presentation- Prompts

- Short, clear bullet points
- Write all prompts
- Its for you



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# Preparing a Presentation- Visual Aids

- Simple font
- Simple color design
- Use images, clips, videos
- Follow 7 x 7 principle
- Do not have too much animation
- Consistency
- Spellings



## How to make a Good First Impression



Making a first good impression can be vital when looking for a new job. Whether we like it or not, people do judge a book by their cover. The first few seconds with someone can be critical to your career.

- Be on time. The person you are just meeting is probably not interested in your excuses, even if it is the first time you are late in your whole life. All they are going to know is that you are not keeping up with a previous agreement. The image you are leaving behind is of someone that is not reliable. Make an extra effort and make sure to arrive on time. Too early is always better than too late.
- Be prepared. Before going to your interview you should have done your research about the company, the position you're applying for, and so on. Think about what kind of questions you could be asked, and how you would answer them. In one word, practice!
- Take care of your clothes and your overall grooming. It has been said that 55% can be determined by the person's appearance. So be careful when choosing how to present yourself in an interview. Dress to impress, maintaining in mind the job you are applying to, and when in doubt, choose the most conservative choice.
- Take into consideration non-verbal communication. You might be feeling nervous, but studies have shown that people who present themselves in a more friendly, confident manner usually have better results. Something as simple as a smile can make a difference.



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# Preparing a Presentation- Voice

- Use loud and clear voice-above normal pitch
- Vary pitch, volume
- Emphases imp points



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# Preparing a Presentation- Appearance

- Suitable to the occasion
- Darker colors-business like
  - Shirt with collar
  - Matching tie
  - Belt
  - Shoes
- Comfortable shoes
- Confident
- Active



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# Preparing a Presentation- Style

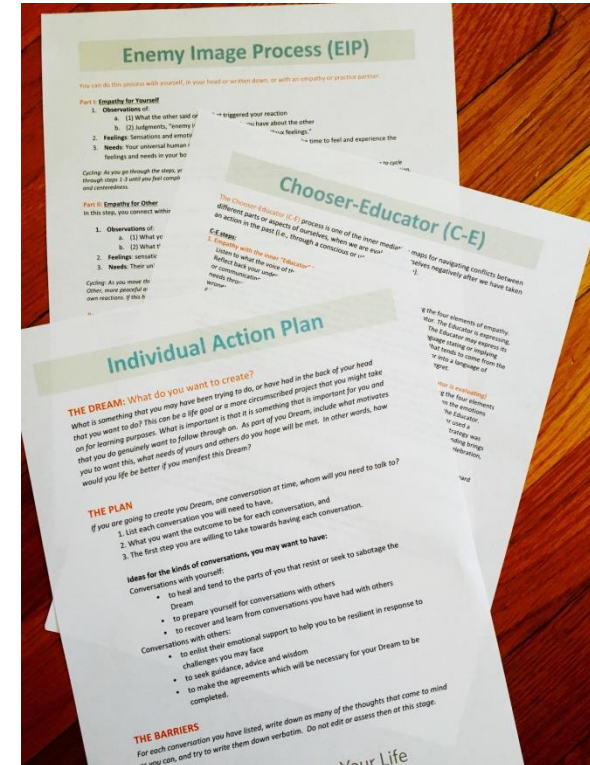
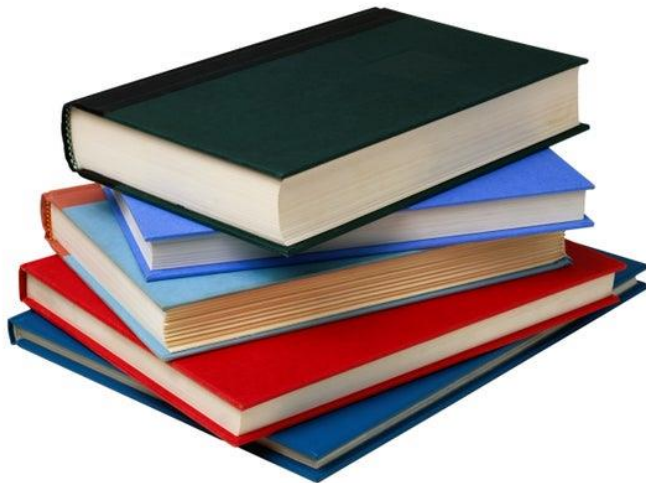
- Be aware of your style
- Do not imitate/copy others
- Use words/sentences normal way
- Be yourself



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# Preparing a Presentation- Material

- Hand outs
- Personal notes
- References



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# Practicing a Presentation

- Rehearse all points
- Rehearse with AV Aids and hand outs
- Practice for time
- Practice for effect-in front of mirror



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# Presenting a Presentation

- Make a strong start
- First 2-3 mnts important (gain attention, engage)
- Show passion/commitment (body language)
- Maintain eye contact-roving eye
- Smile ----



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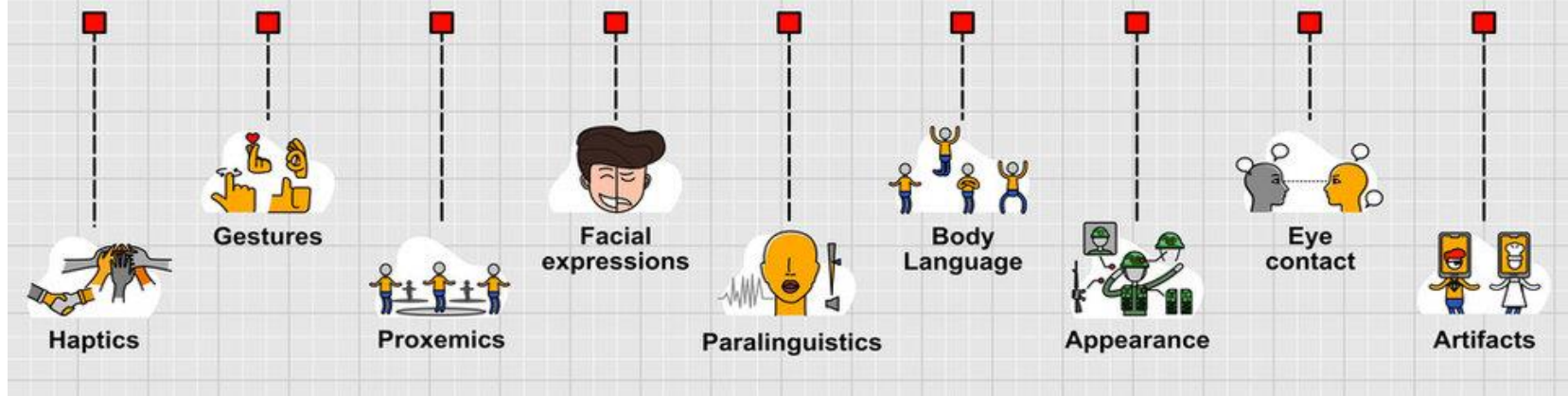


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# Presenter's Impact?

Senses use	Learning/ remembering	Medium effect
See-75%	Read-10%	Text-07%
Hear-13%	Hear-20%	Vocal-38%
Others-12%	See-30%	Visual-55%
	See & Hear-50%	

## NONVERBAL COMMUNICATION



# Presentation-failure or Success?

Failure	Success
Lack of experience	Over prepare
Lack of enthusiasm	reherase
Lack of practice	practice
Lack of related material	Grip on topic/subject
Lack of confidence	positivity
Embarrassment	Avoid being stressed



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# Presentation- Conclusion

- Summarize major learning points
- Interact
- Watch News presentations?



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# Presentation- Q&A

- Leave enough time to ask
- Pay attention and listen actively
- Don't be in a hurry to respond
- Be honest in answers
- Don't hesitate to say, I will get back
- Repeat question for others
- Answer to the point



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# Presentation- End

- Gratitude is not only the greatest of virtues but PARENT to all others



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**THANK YOU  
FOR YOUR ATTENTION**



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