



# Presentation Skills

Session 9



# Presentation Skills

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

# Presentation Skills Structure

- Introduction
- Body / Content
- Conclusion

# Presentation Skills Structure

## ➤ Introduction

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

# Presentation Skills Structure

## ➤ **Body / Content**

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

# Presentation Skills Structure

## ➤ 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

# Presentation Skills

## Preparing

- 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

### ➤ **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.

# Presentation Skills

## Preparing

### ➤ 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.

# Presentation Skills

## Preparing

### ➤ Others

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

# Presentation Skills Delivering

## ➤ 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 & Carribean	35	83	3	121
Total	176	689	25	890

# Presentation Skills

## Delivering

- **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

### 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.....?”

*Good luck on your presentation...*