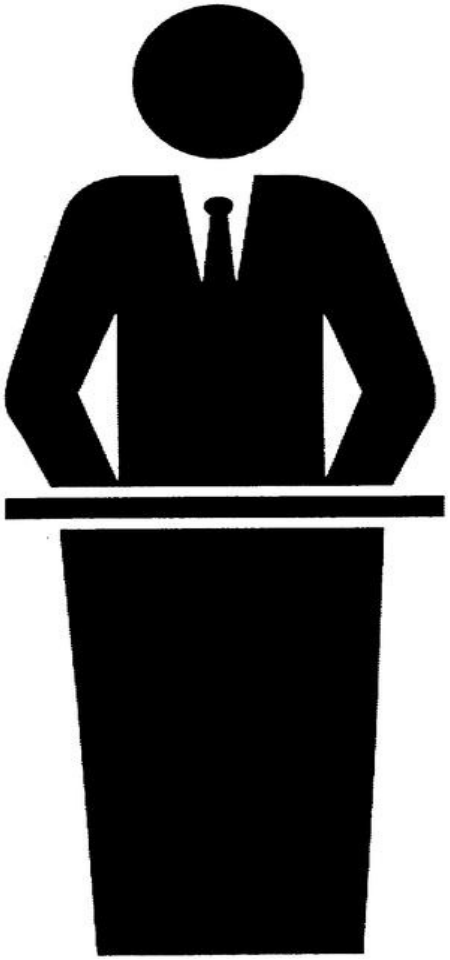

Presentation Skills

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Objectives

- Identify the benefits of Presentation Skills
- Planning the presentation
- Preparing the presentation
- Delivering the presentation

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Benefits of Presentation Skills

- Understanding aspects of delivering presentations
- Helps to overcome initial fear
- Various methods of attracting attention of the people
- Confidence required to tackle awkward situations and questions

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Benefits of Presentation Skills

- Improves body language and eye contact
- Structuring of topic with a clarity in thought process
- Generating any specific information required
- Improves confidence in public speaking

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Role play

A dreamer

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Planning the presentation

Interactive Session-

Internet a boon or a bane

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Planning the Presentation

- Identify and state your purpose
- Write a statement of purpose
- Gather information
  - Audience
  - Subject
  - Venue

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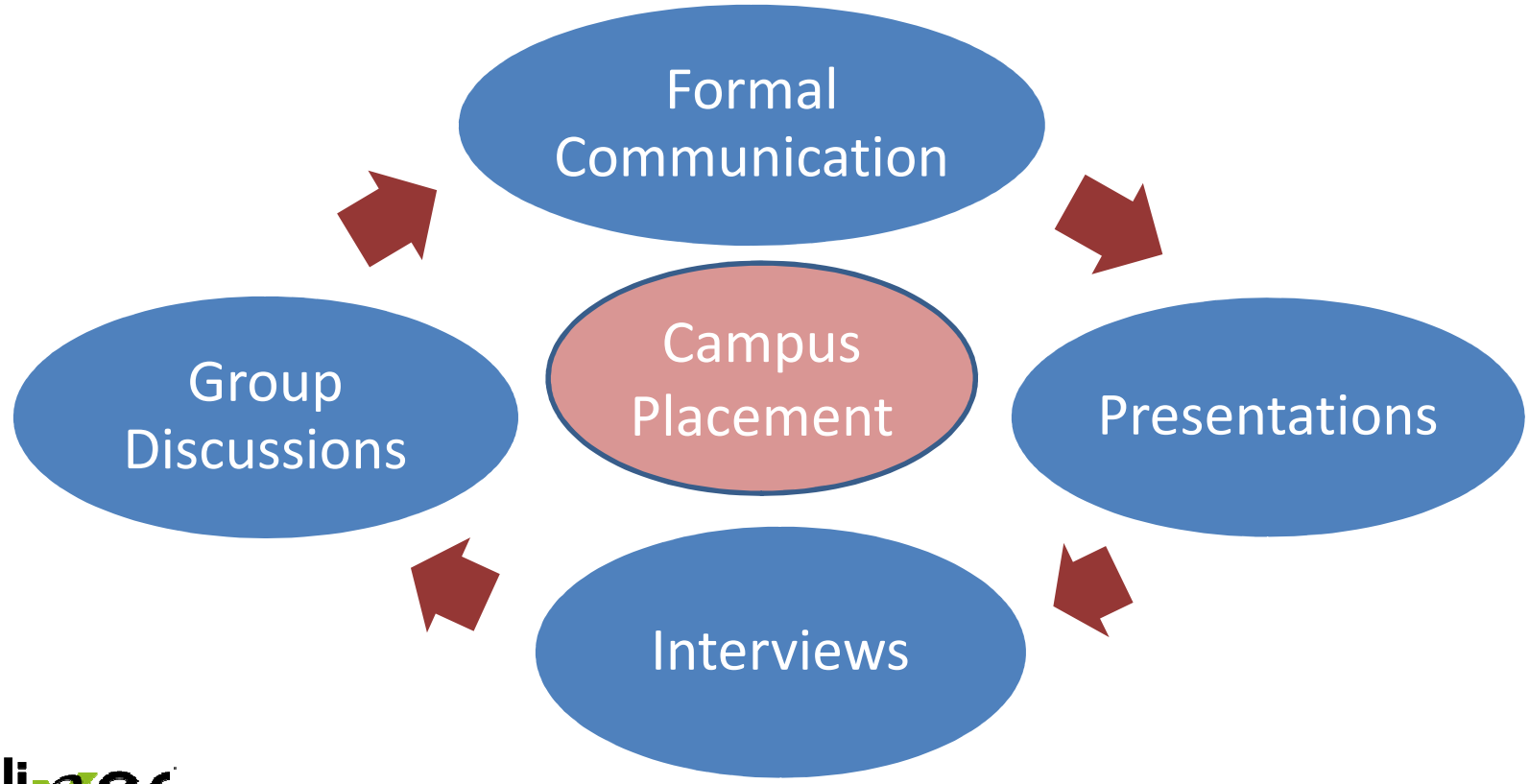
As Students



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Communication - Formal

- Dress
- Gestures
- Statements
- Posture
- Presentation

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Dress code

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Interview Skills

ROLE-PLAY

Covering Letter for a Resume

Name

Address

City, State, PIN Code

Phone Number

Email address

Covering Letter for a Resume

Date

Employer Contact Information

Name

Title

Company

Address

City, State, PIN code

Complimentary close

Respectfully yours
Signature
Handwritten Signature (for a mailed letter)
Typed signature

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Dealing with Anxiety

- Organize
- Visualize
- Practice
- Breathe
- Focus on relaxing
- Release tension
- Move
- Make eye contact with the audience

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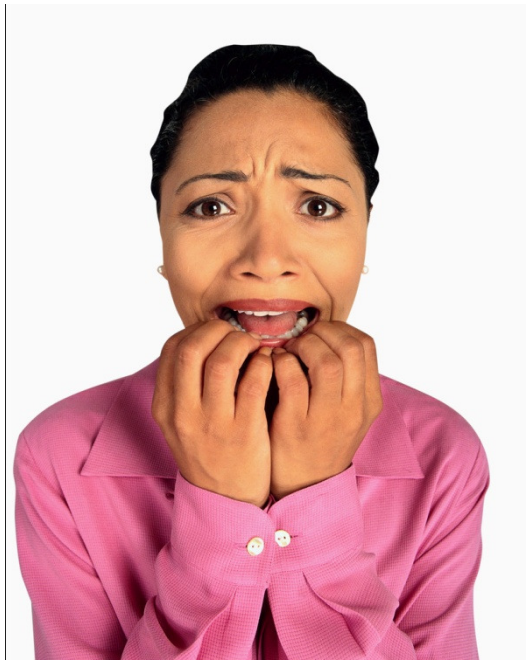
Role play



“The trick is to get those butterflies in your stomach to fly to one direction”

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Eight steps to prepare your presentation

- Analyzing your audience
- Develop Position – Action – Benefit
- Brainstorm main ideas
- State the sub points
- Develop introductions and conclusions

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Eight steps to prepare your presentation

- Formulate the Main Idea preview
- Develop slides or other visual aids
- Develop handouts

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1. Analyzing your audience

- Attitude
- Needs
- Knowledge level
- Environment

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2. Develop Position - Action - Benefit

- **Position**: This is a sentence that tells the audience what you personally think about the topic. It is your stance, your opinion, your belief on the issue. It must be stated clearly.

- **Action:** This is simply a statement of what you would like your audience to do, to believe, or to understand. The action you ask them to take should be specific, achievable, and done within a specific time frame.

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2. Develop Position - Action - Benefit

- **Benefit:** This tells the audience what is in it for them if they do what you ask them to.

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3. Brainstorm main ideas

- Generate as many ideas as possible
- Eliminate the not so important, irrelevant
- Filter down to 2-5 main ideas
- Create sub points if the main ideas exceed 5

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3. Brainstorm main ideas

Problems with current system

Capabilities of proposed system

Benefits of proposed system

↓

General Assertions

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4. Sub points

Problems with current system

- Inadequate Space
- Congestion
- Exponential increase in vehicles and transients
- Rise in accidents and health hazards

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5. Develop Introductions and Conclusions

Powerful, common and formal openers

- Anecdote
- Humor
- Involving question
- Rhetorical question
- Shocking statement
- Quotation

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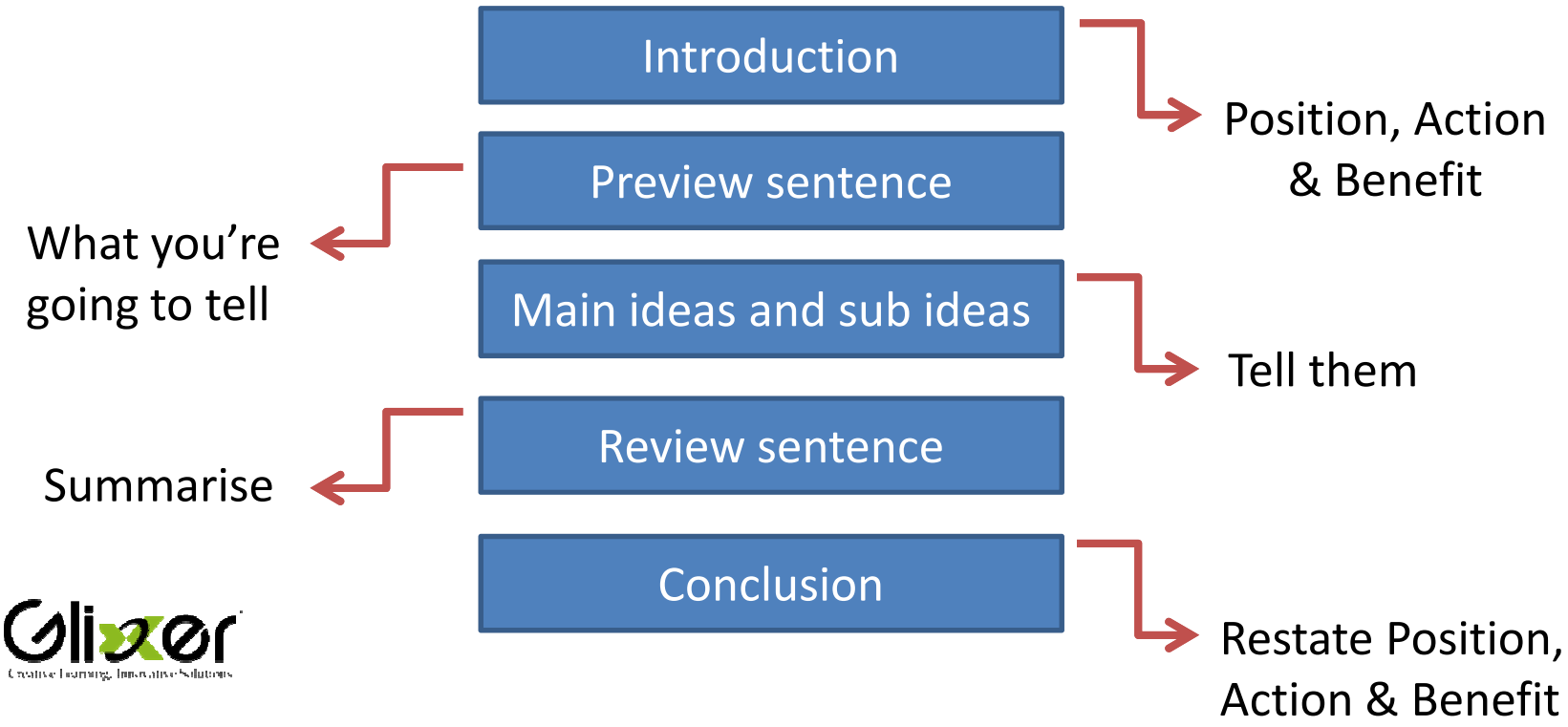
6. Formulate the main idea preview/ review sentence



Worksheet

- Thank you for coming today
- This morning I'd like to present our new application
- Good morning ladies and gentlemen
- Today I'd like to discuss our poor performance in the Asian market and suggest a new application
- For those of you who don't know me, my name is ----
- If you have any questions, I'll be happy to answer them as we go along
- Welcome to Technoland
- Perhaps we can leave any questions you have until the end

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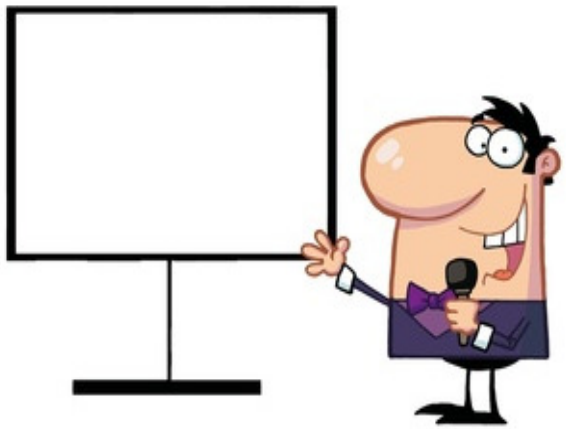
7. Develop slides or other visual aids



- Use slides sparingly
- Make slides pictorial
- Present one key point per slide
- Make text and numbers legible
- Use color carefully
- Make visuals big enough to see

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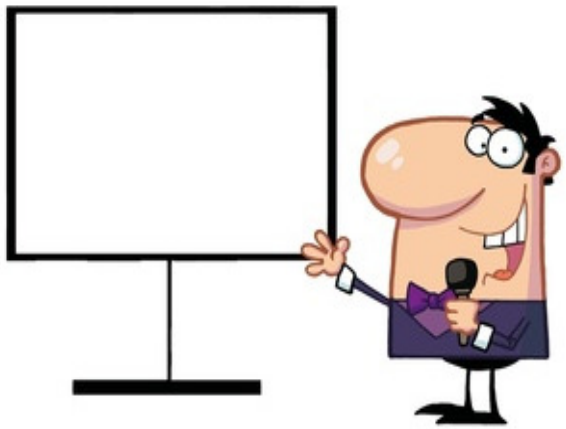
7. Develop slides or other visual aids



- Graph data
- Make pictures and diagrams easy to see
- Avoid unnecessary slides
- Use builds and animation very
- sparingly

8. Develop Handouts

- To reinforce important information
- To summarize action items for the audience to follow up on
- To supply supporting data you don't want cluttering your visual aids.

Start

- Welcome them
- Introduce yourself
- State the purpose of your presentation
- State how you want to deal with questions

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Statement of Purpose

- Today I'd like to talk about our plans for the new site
- I'm going to be reporting on our results last quarter
- First, let's take a look at what we have achieved so far
- First, I will tell you about the present situation, then go onto what we are going to do.
- The objective of this morning's talk is to show you how to put the theory into practice

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Delivering the presentation

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Describing Change

When we need to point out how big or rapid these changes have been and so we must use adjectives

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Describing Change

Up
down
stop, rising or falling

shoot up	slump	decline
bottom out	decline	rise
shrink	rise	level off
increase	take off	peak
grow	recover	slump
expand	rocket	dipped
expand	pick up	improve

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A big increase	**A sudden increase**	**An enormous increase**	**A gradual increase**
A small increase	A steady increase	A moderate increase	A substantial increase
A fast increase	A spectacular increase	A marginal increase	A sharp increase
A slow increase	A rapid increase	A slight increase	A considerable increase

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Role Play

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Asking for clarification

- Sorry but when did you say this would begin?
- Can you tell us approximately how many new job this will create?
- Sorry, how much will we need to invest to increase our capacity?
- Could you explain what you mean in a little more detail, please?
- Sorry, I missed that. Who will be in charge of the project?
- Could you explain why we have so much left in stock?
- I would like to know if we can do this without increasing prices substantially?

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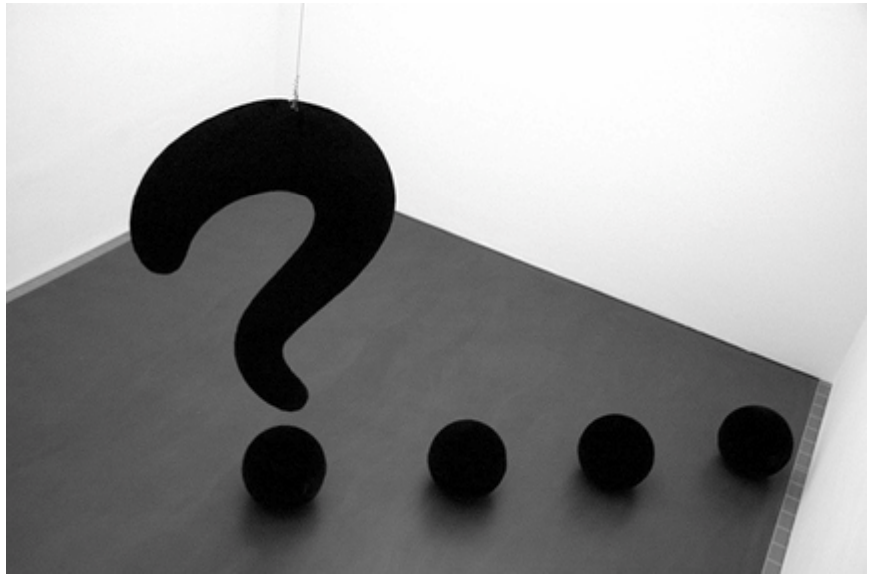
Rhetorical questions



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Rhetorical questions

Presentation are more interesting if you use a conversational style.

- It is a complex legal situation. So, how long will it take to sort out?
- I've given you three possible scenarios. So, which would I recommend?
- Late delivery is a big problem. What is the best solution?
- We have cut our production costs dramatically. How did we do this?
- Turnover increased substantially in the last financial year. Why didn't profits?

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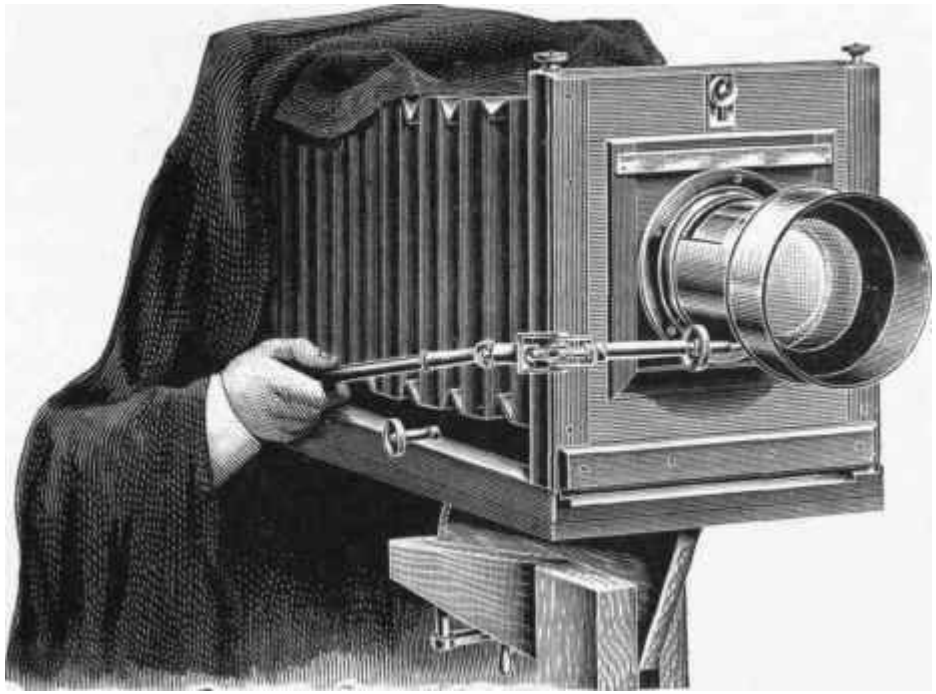
Focusing attention



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Focusing attention

When we really want to focus the attention of our audience:

- I want to talk about next year

  What I want to talk about is next year

- I want to look at the forecast for the next quarter

  What I want to look at is the forecast for the next quarter

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Focusing attention

- I want to move onto the results of the survey

  What I want is to move onto now is the results of the survey

- We will review the situation next month

  What we will do is review the situation next month

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Sign posting

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Sign posting

" sign post" different stages in our presentation . Memorize them to use them

When you want to make your next point, you "**move on"**

- **Move on to the next point**
- **I'd like to move on to the next point if there are no further questions**

When you want to give more details about a topic you ‘expand’ or ‘elaborate’

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When you want to give more details about a topic you 'expand' or 'elaborate'

- I'd like to expand more on this problem we have had in Bangalore.
- Would you like me to expand a little more on that or have you understood enough?
- I don't want to elaborate anymore on that as I'm short of time

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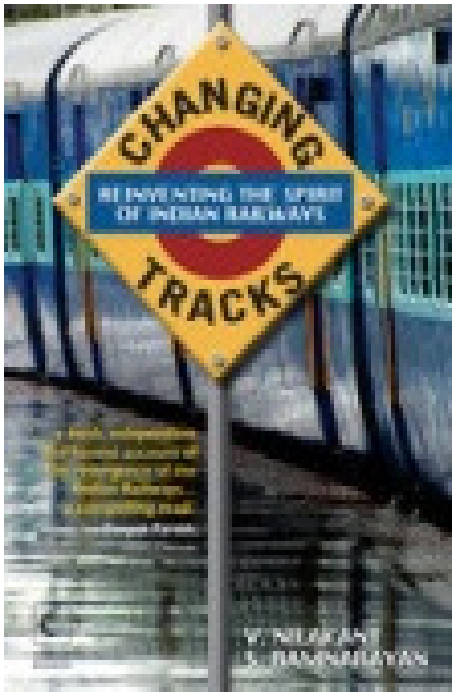
When you want to talk about something which is off the topic of your presentation , you digress

- I'd like to digress here for a moment and just say a word of thanks to Bob for organizing this meeting



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To just give the outline of a point, you “summarize”

- If I could just summarize a few points from John’s
- I don’t have a lot of time left so, I’m going to summarize the next few points

To repeat the main points of what you have said, you “recap”

- I’d like to quickly recap the main points of my presentation
- Recapping quickly on what was said before lunch

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Survival language

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Survival language

If you get your facts wrong

- I'm terribly sorry, what I meant to say was this
- Sorry. What I meant is this

If you have been going too fast and your audience is having trouble keeping up with you

- Let me just recap on that
- I want to recap briefly on what I have been saying

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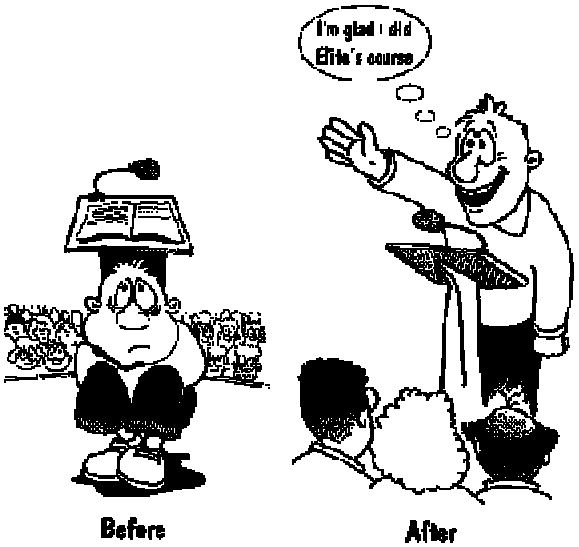
The big Don’ts



- Keep hands in your pocket
- Keep hands handcuffed behind you back
- Keep your arms crossed
- Put hands in the fig leaf position
- Wring your hands nervously
- Keeping your voice too soft/ loud
- Talking too fast

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Dealing with hostile questions

- Acknowledge feelings, fact, or both
- Respond with information
- Maintain position

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Checklist

1. Practice the presentation, standing up and using your slides
2. Analyze the audience
3. Develop position, action, Benefit statements
4. Brainstorm main ideas
5. State sub points
6. Developed introduction and conclusion
7. Formulate the main idea
8. Develop slides and visuals
9. Develop handouts

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Let's Recap

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