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Presentation Skills – An Introduction

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You

Your body
Your voice

• Take time to compose yourself
• Breathe!
• Make eye contact, be welcoming
• Don’t talk too quickly
Your talk

• What is the purpose or goal of your talk? – whom is it for?

• Write a clear aim, for yourself, then for the audience
Your talk
What is the structure?

The “sandwich” approach:
Beginning: Say what you are going to say
Middle: Say it
End: Say what you have said

• will there be questions from the audience (timing)?
Your talk

Introduction:
• Introduce yourself!
• Declare aim
• Give brief outline
• Highlight relevance
• Show enthusiasm
Your talk

Conclusion:

• Conclude! (as well as summarize)...

• ...as punchy a message as possible

• ...does it follow from what you have been saying?
Should you use presentation aids?

Pros:
Variety through visual dimension
Good for reference and orientation

Cons:
Danger of being used badly…
- visual distraction
- too many slides
- you get lost
- technology does not work (for you)
- you display too much text on slides
- text too small
Evaluation & Questions?

• Treat your audience with respect
• Answer questions as directly as you can