

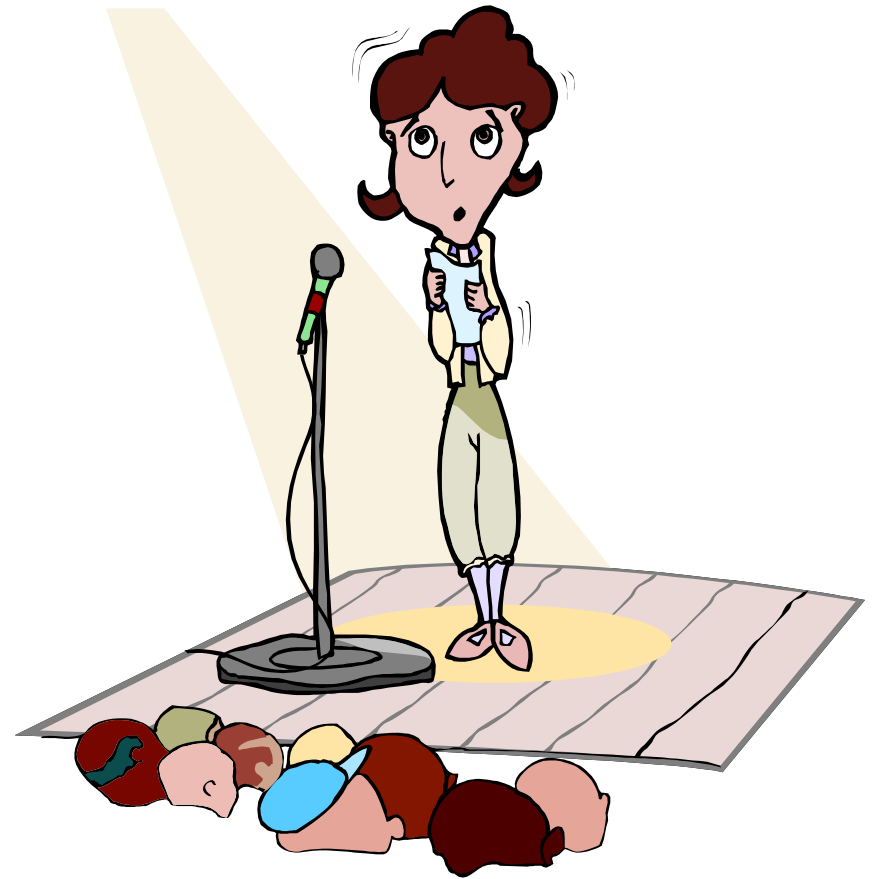
PRESENTATION SKILLS

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“After violent death,
most people fear public
speaking more than
anything else in life”



Planning

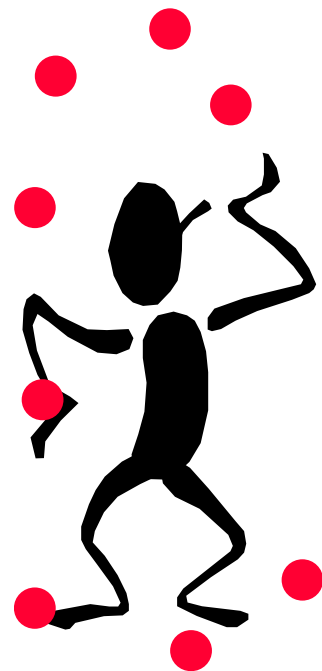
- Why are you doing the talk? Be clear about your purpose
- Find out how big your audience is likely to be & what sort of group
- Make notes about your subject
- Don't write your talk word for word
- Use small pieces of paper and number them
- Powerpoint has a notes & timing feature which may help
- Time your talk & practice it
- Then practice it again

Think of Threes

- **Tell people what you're going to say**
- **Tell them**
- **Tell them what you've said**

Techniques 1

- Pace of delivery
- Vary style
- Move about
- Vary pitch
- Use notes
- Avoid annoying habits
- Use props, but don't overdo it



Techniques – teaching aids

- **Flip chart for diagrams, pictures, key points**
- **OHP's/Powerpoint - serve the same purpose (more permanent, better for a large audience)**
- **Powerpoint – pros and cons on next slide**
- **Demonstration - get your audience involved**

Powerpoint

Advantages

- Quick, easy & simple
- Prepare in advance
- Good for large audience
- Can include pictures & graphics easily
- Something to look at

Disadvantages

- Can be tedious
- Not very dynamic
- Easy to overload with information
- Be careful with animations
- Tendency to read word for word

Do's



- **Take a deep breath**
- **Speak clearly**
- **Make small cards to remind yourself of topics (number them!)**
- **Be aware of where your audience is - are you facing all of them?**
- **Smile, have fun**
- **Be yourself and project your personality**
- **Remember - no-one knows how you feel or what you think**
- **Remember - The audience is on your side!**

Don'ts



- **Rush what you're trying to say – SLOW DOWN**
- **Read off a sheet of paper word for word**
- **Fiddle with things - its irritating!**
- **Use inappropriate language for your audience**
- **Panic**

In Summary...

- Most talks go according to plan
- But, you must actually plan unless you are very experienced
- You have the support of your audience
- Most common mistakes are avoidable
- The world won't end if it does go wrong – just correct yourself and carry on