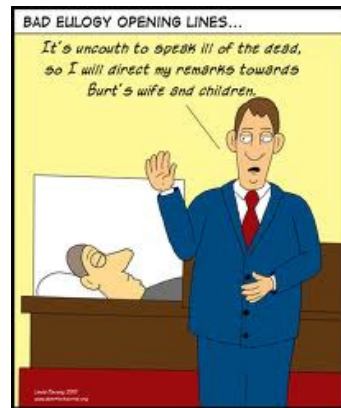


Welcome

to

Oral Presentations

BSC100



What's In This Program For You?



- Apply specific skills
- Construct a presentation
- Deliver clear, interesting, well constructed presentation
- Use visual aids
- Use body language, vocal variety

The Mind is a Wonderful Thing...

It starts working the minute
you are born and never stops

Until you get up to speak in

PUBLIC!



3

Why Presentation Skills?

- Increased confidence/self esteem
- Improved power of persuasion
- Better communication skills
- Present information with clarity
- Think on your feet
- Career



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Major Faults Of Speakers

- Unclear purpose
- Lack clear organisation



- Too much information
- Too technical

- Monotonous and boring voice
- Not meeting needs of audience

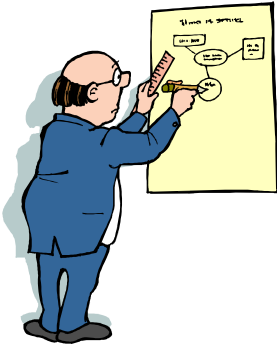
55

Organising For The Presentation

- What is the AIM?
- Who is the audience?
- What is the style?
- Time for preparation and delivery
- Venue? See it - Prepare



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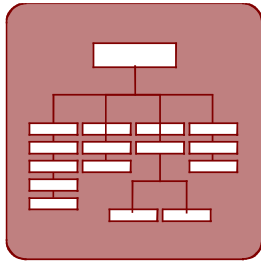


Prior Preparation Prevents Poor Performance

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Writing The Presentation

1. Sketching a model
2. Listing and classifying
3. Flow chart



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Structure Of The Presentation

- **Introduction - You make the point**
 - Introduce you
 - Attention grabber
 - Purpose, format?
- **Body - Support the point**
 - The details
 - Relevant to Aim & Audience
- **Conclusion - Reminder of the point**
 - Summarise
 - Significant points for them
 - Questions, Action



Working To Time

- Advantages...
- Look professional
- Keep audience's attention
- Keep audience 'on side'
- Look prepared
- Views succinctly



- Get rid of closely written script
- Hand cards
- Overheads, slides, charts, props
- Rehearsing - memory



Welcome Back to the
**Promote Yourself Through
Dynamic Presentations**

Program



Use Of Body Language

- Ready to start
- Walk with confidence
- Pause to 'Collect Yourself'
- Facial expressions
- Eye contact



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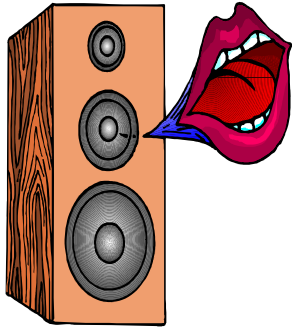
Use Of Body Language

- Feet
- Hands
- Smile
- Glasses & Jewellery
- Head



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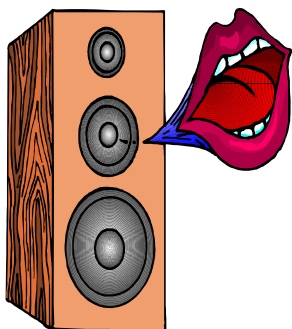
Effective Use Of Voice



- Clear And Strong...
- Enthusiastic And Confident
- Volume
- Pitch and inflection
- Pace and rhythm
- Pausing

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Effective Use Of Voice



- Adequate mouth movement
- Avoid tea, coffee, smoking
- Practise and tape “right” pitch
- Slower pace needed?
- Avoid alcohol, cold water

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Why Use Visual Aids?

3% Smell

4% Taste

7% Touch

11% Hearing

75% Sight

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Using (Not Abusing) Visual Aids

- Method of production
- One major idea per slide
- Words per line
- Lines per slide
- Letters 24 or 36 pitch
- Interesting - colour
- Number them



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Using (Not Abusing) Visual Aids

- Act as summaries
- Keep view clear
- Organise slides
- Right time
- Use pointer on screen
- Face audience



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Conquering The Nerves



- Aim is to Harness the nerves
- Feeling sick
- Getting the shakes
- Blushing
- Going Blank - forgetting a Word

209

Conquering The Nerves

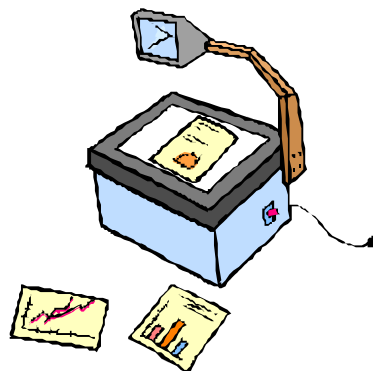
- Sweating
- Dry mouth
- Apologies
- How to relax



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Organising The Venue

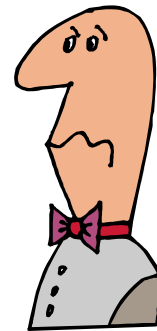
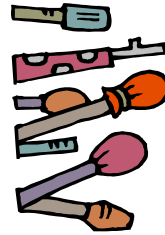
- Lighting
- Power points
- Equipment - Working?



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Questions & Answer Session

- Preparation and research
- Keep control of the session
- Answering a friendly question
- Do I have to answer every question
- What if I don't know the answer?
- What if question is unfriendly?



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Realisations
partners in corporate learning



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