

Presentation Skills

Sub: Communication
Skills in English (FE 1)
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Introduction

- Presentation skills are the skills one needs in delivering effective and engaging presentations to a variety of audiences.
- These skills cover a variety of areas such as the structure of your presentation, the design of your slides, tone of your voice, the body language you convey.
- Open your presentation with a Hook i.e, something to grab their attention or generate interest.

Crucial parts in a presentation.

- Greet the audience
- Express your purpose.
- Give the structure.
- Give the timing.
- Handle the questions

Greeting

- Good Morning Ladies and Gentlemen
- Good Afternoon Everyone.
- Good evening Friends and family.

Purpose

- My purpose/objective/aim today is....
- What I want to do this morning/afternoon is...
- I'm here today to....

Structure

- Organised presentation creates an impression that you know what you are talking about.
- It helps in gaining audience's trust And they will enthusiastically listen.
- It provides a logical flow .
- Eg: This talk is divided into 4 main parts.
- To start with/furstly I 'd like to look at
- Then secondly , I "ll be talking about....
- My third point will be about....
- Finally I "ll be looking at....

Timing

- Never overrun your allocated time.
- Change your course if your talk isn't working.
- Should not be more than 20 minutes as the mind cannot continuously pay attention for more than 20 minutes in a row.
- Eg.: My presentation/talk/lecture will take

Handling questions

- At the end of my talk there will be a chance for you to ask questions.
- I “ll be happy to answer any questions you have at the end of my presentation.

Visual Aids

- Let's have a look at....
- As you can see here....
- This slide shows....
- Let me show you....
- If you look at the screen , You'll see....

Transitions

- Moving from one section to another is called transition.
- It should be done smoothly and not abruptly.
- Give cues to signal the end of a section.
- Eg: let's move on to ...
- Turn to...
- I now want to go on to....
- So far we have looked at ...now I'd like to...
- This leads/brings me to....
- My next point is...

Giving Examples

- Let me give you an example
- Such as...
- For instance
- A good example of this is....

Conclusion

- Let me sum up...
- To recap...
- Let me end by saying....
- I'd like to finish by emphasising....
- In conclusion I h'd like to say
- Finally May I say...

Closing

- Thank you for your time...
- Thank you for listening...

Delivery tips

- Speak a little more slowly than you normally do.
- Larger the audience , the more slowly the pace.
- Speak slowly if worried about pronunciation.
- Always be loud and clear.
- Project your voice to gain attention.
- Stress where needed to creat effect.