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# The presentation:

Is the process of presenting a topic to an audience. It is typically a demonstration, <u>lecture</u>, or speech.

#### Styles of giving a presentation

# **Manuscript presentation**

- Write out the whole presentation.
- Read your presentation aloud to the audience.

# **Memorized presentation**

- Write out your presentation and memorize it word for word.
- Give your whole presentation without using notes.

#### **Extemporaneous presentation**

- Plan your presentation and then write brief notes to help you remember what to say.
- Practice giving your presentation.
- Speak to the group and look at notes occasionally.

#### Impromptu presentation

- Have a few ideas in your mind about what to say.
- Just speak naturally about the topic to the group without using notes or reading.

# **Good presentation:**

- Watch sample
  - Watch lectures done by speakers from whom you want to learn.
  - Don't Watch lectures done by speakers who are not well received and then don't do what they do.

#### Use powerful images

- Use visuals that evoke an emotional response.
- · Words should not dominate your slides

# Convey emotion in your voice

- Tell a story.
- Show you care.
- Don't read in a monotone voice.

#### Use humor, carefully and selectively

- Engaging lectures contain a cartoon, occasional joke....
- Don't be dry. Be human. Laugh a little to connect with your audience.
- When you insert humor you can connect with audiences in ways that convey that you are speaking to them not at them.

#### Remember your audience

- Instead of giving a speech, engage the audience in a conversation.
- Make sure you make eye contact and connect with them.
- Ask them....
- Don't forget to look at them.

# Prepare

- slide time, clear, and questions are fielded smoothly
- never disrupting the flow of the lecture.
- Don't read off a piece of paper.

# · Watch yourself on video

- is a great way to see your strengths and weaknesses.
- Be the audience by watching yourself then adjust accordingly.

#### Memorize your talk

- If you forget what you were going to say, freestyle into something more interesting.
- No one wants a paper-trained professor. Lose the paper, get to know your material, and speak from the heart.
- Remember every time you present you have the chance to excite and inspire.

#### · Be a story-teller, not a presenter

- find the story
- Don't just deliver facts. Connect with your audience. Tell a story. Seem like you are a human, not a robot.

# Give tangible takeaways

 After listening to your lecture, your audience should be left with some ideas that they can take away and use for their own personal success goals, learning, or to engage in concrete action.

#### To give good ppt:

- · Know Your Audience.
- Limit Your Material
- Equations Are Death.
- Text Is Death
- Explain Your Graphics
- Define Your Terms
- Keep the Background Simple.
- Keep the Animation Simple
- · Keep Multimedia to a Minimum.