

PT. SUNDARLAL SHARMA OPEN  
UNIVERSITY, CHHATTISGARH  
BILASPUR

# Presentation Skills

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# 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

# Presentation Techniques

# Technique 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
- Ohps/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



“ ‘Don't grunt', said Alice; 'that's not at all the proper way of expressing yourself' ”

Lewis Carroll

# 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 that case,” said the Dodo solemnly, rising to its feet, “I move that the meeting adjourn, for the immediate adoption of more energetic remedies – ”

“Speak English!” said the Eaglet. “I don't know the meaning of half those long words, and, what's more, I don't believe you do either!””

Alice in Wonderland – Lewis Carroll

# Conclusion

- 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

THANK YOU  
FOR  
YOUR  
KIND  
ATTENTION