

Presentation Skills

Presenting information clearly and effectively is a key skill to get your message or opinion across and, today, presentation skills are required in almost every field.

Whether you are a student, administrator or executive, if you wish to start up your own business, apply for a grant or stand for an elected position, you may very well be asked to make a presentation. This can be a very daunting prospect, our guide is designed to help.

Many people feel terrified when asked to make their first public talk, but these initial fears can be reduced by good preparation, which will also lay the groundwork for making an effective presentation.

Quick Tips for Effective Presentations

1. Talk naturally to your audience – although it may be appropriate to read short passages, avoid reading from a script for the majority of your presentation. Talk in a natural yet confident tone.
2. Stand, rather than sit, and move around a little – but avoid pacing backwards and forwards like a trapped animal.
3. Vary the tone, pitch and volume of your voice to add emphasis and maintain the audience's interest. Aim to speak loudly and clearly while facing your audience. Avoid talking in a monotone voice or turning your back to the audience.
4. Make eye contact with your audience. Do not stare at your feet, or the podium and avoid looking directly at any one person for more than a few seconds, gain eye contact with the individual members of the audience.
5. Use visual aids where appropriate, graphs and charts, diagrams, pictures and video - but don't overdo it. Visual aids should help to illustrate and strengthen your points not be a distraction from what you are saying.

6. Rehearse your talk and check your timings. Always aim to finish you talk in time remembering to allow time for questions if appropriate.
7. Prepare and structure your presentation carefully. Introduce the subject – tell the audience what your talk is about. Explain the points you wish to convey. End with a summary of your points.
8. Stay focused throughout your presentation – avoid unnecessary detail.
9. Learn to channel any nervous energy; relax but stay alert.
10. Answer any questions as honestly and concisely (directly to the point) as you can. If you don't know the answer then say so and offer to provide further information at a later date.

Find more at:

<http://www.skillsyouneed.com/presentation-skills.html#ixzz3SsjlKSWE>

DIRECTIONS: Now that you have read through these ten tips, on a separate sheet of paper, draw a picture that illustrates what each tip is asking you to do. For example, for number one, I might draw a person talking to her friends at a lunch table because when someone talks to friends, the person uses a conversational tone. Or, I might draw someone talking on a cell phone (to show the same point). Do this for all ten tips!