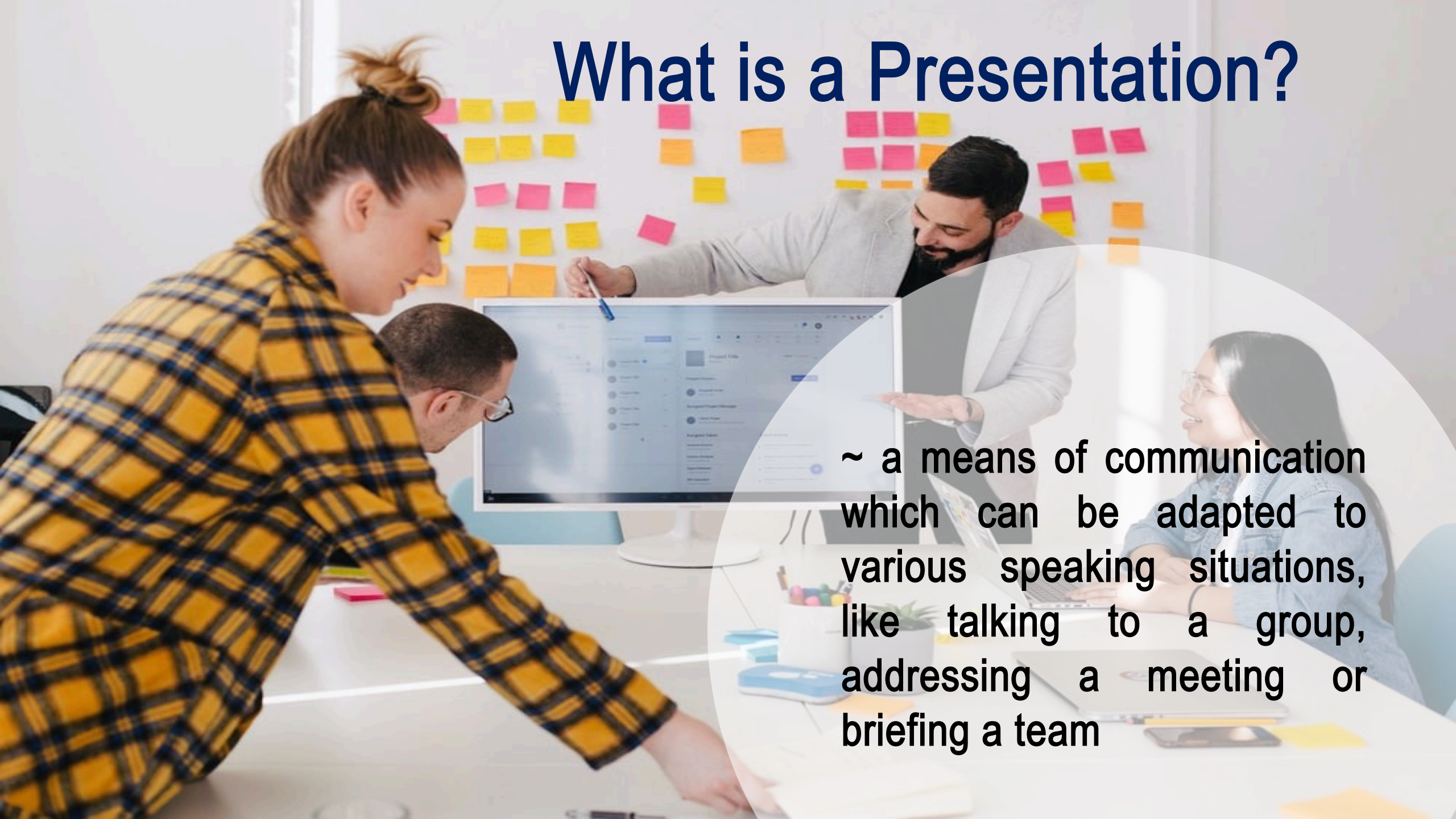


# Tips for Effective Presentation

A professional business presentation taking place in a modern office with large windows. A woman in a dark grey suit stands on the right, smiling and gesturing with her right hand towards a whiteboard. She holds a black clipboard in her left hand. Two men, also in business attire, are seated at a white table on the left, looking towards her. The man in the foreground is a younger man with reddish hair, and the man behind him is older with grey hair. On the table are two blue water bottles, a laptop, and some papers. The whiteboard is empty and stands on a silver frame.

# What is a Presentation?



~ a means of communication which can be adapted to various speaking situations, like talking to a group, addressing a meeting or briefing a team





- 1) Do you think it is important to have good presentation skills?
- 2) Why is it important to have good presentation skills?





1

**Watch the following video.**



**Write the 5 reasons why presentation skills are important and share them afterwards.**



5 reasons why presentation skills are important

Share your ideas



What do you think makes an effective presentation?

List them down  
and share your opinion.





IDEADEC.CO

# What Makes A Good Presentation



# 4 P's

#1 Plan

#2 Prepare

#3 Practice

#4 Present



# #1 Plan



- Who is your audience?
- Why are they here?
- What is your goal?
- How long will it be?
- Where will it take place?



## #2 Prepare

- Speech structure
- Prompt
- Visual aids
- Voice
- Appearance
- Style





# #2/1 Speech Structure

- Objective
- Beginning
- Main Content
- Summary, conclusion and recommendation
- Questions

# 1-3-1 Speech Structure



**1** MAIN IDEA



**3** SUPPORTING POINTS

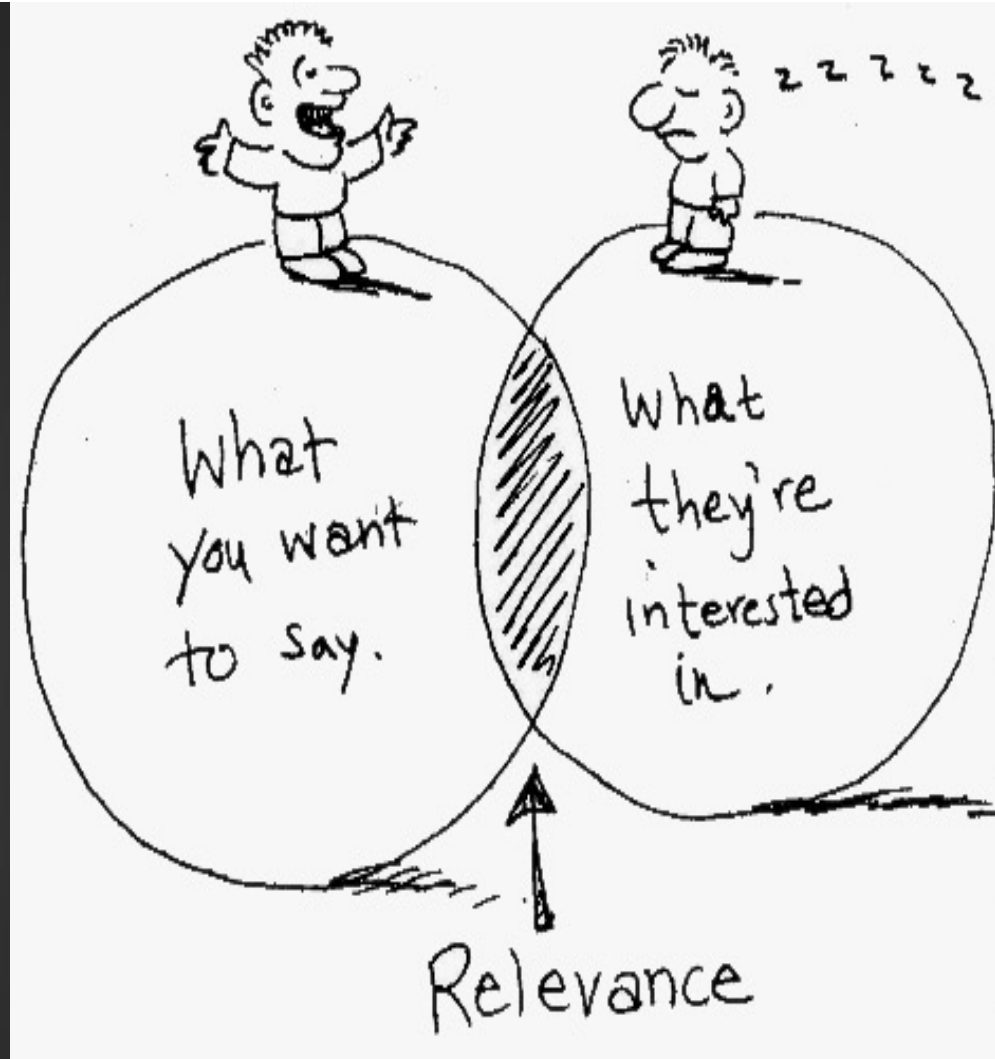


**1** CONCLUSION  
OR CALL-TO-ACTION

# Introduction

# Main Theme

# Conclusion





2



**Watch the following video**

**“Molly Wright: How every child can thrive by five”.**



- 1) What is the speech objective?**
- 2) What is the opening remark? Was it engaging?**
- 3) What are the main themes of the speech?**
- 4) How did the speaker conclude?**
- 5) Is this a bad, good, great presentation?**



**Molly Wright: How every child can thrive by five**

Share your ideas



# #2/2 Prompt

- Key words
- Short bullet points for you.

TELL  
THIS  
STORY



Sandy Photography



# #2/3 Visual Aids

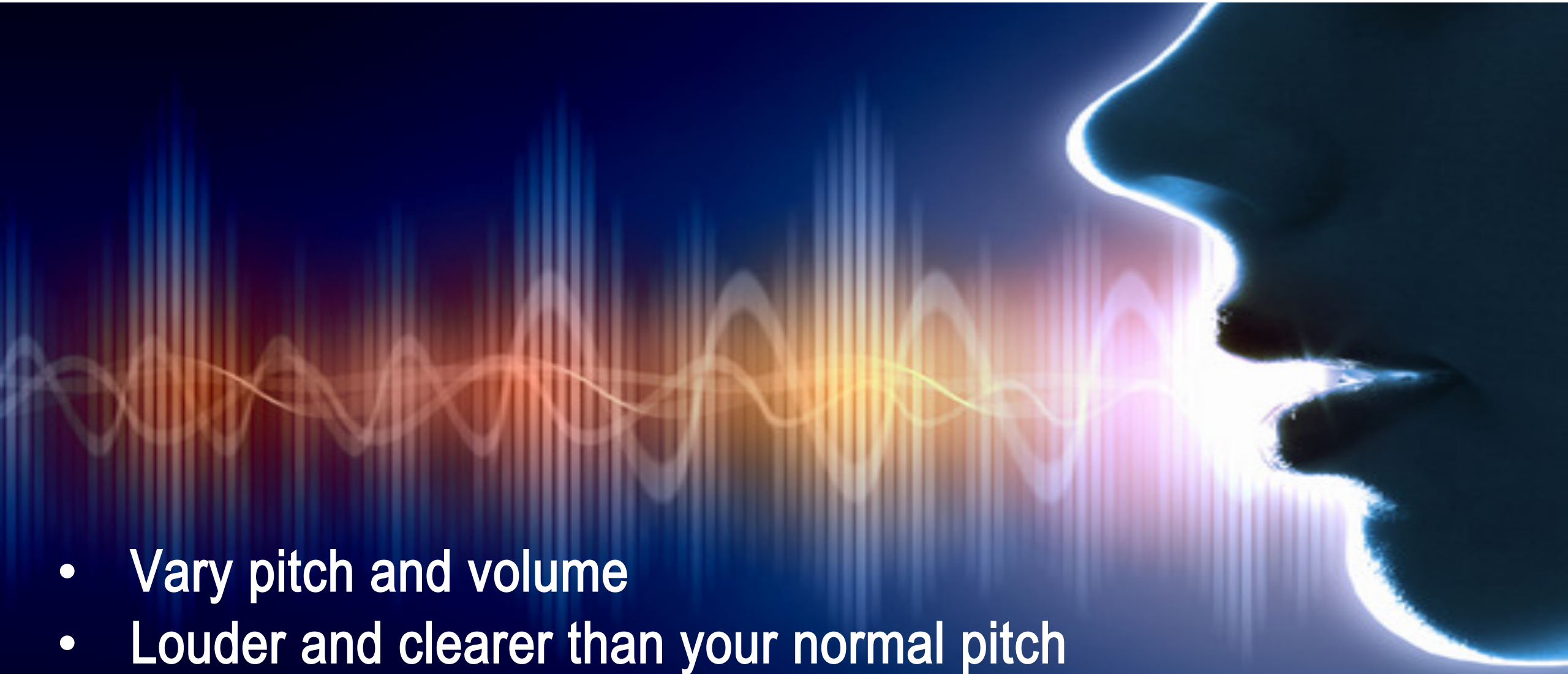


- Keep it simple.
- Use images, less words.



# #2/4 Voice

- Vary pitch and volume
- Louder and clearer than your normal pitch





## #2/5 Appearance

- Dark colors (businesslike)
- Wear comfy shoes
- Look confident

# #2/6 Style

- Be original
- Be yourself





## #2/7 Questions

- Have an idea what kind of questions the audience may ask.



3

**Watch the following video**

**“Molly Wright: How every child can thrive by five”.**



- 1) What kind of visual aids did Molly Wright use?**
- 2) What can you tell about her voice?**
- 3) What can you tell about her appearance?**
- 4) What can you tell about her style?**
- 5) How did she respond to the audience's questions?**

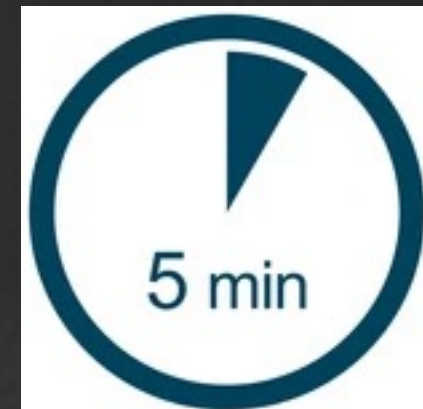


**Molly Wright: How every child can thrive by five**



Share your ideas





TIME FOR A  
BREAK



# Preparation Materials



- Handouts
- Personal Notes
- Internet
- Visual aids



# #3 Practice



Practice



Practice



Practice





PRACTICE  
MAKES  
PERFECT

A rectangular chalkboard with a light-colored wooden frame is centered against a dark, vertically-grained wooden background. The chalkboard has a black surface. The words 'PRACTICE', 'MAKES', and 'PERFECT' are written in a bold, hand-drawn, sans-serif font. 'PRACTICE' and 'PERFECT' are written in yellow chalk, while 'MAKES' is written in white chalk. The text is arranged in three lines, centered horizontally.



## #3 Practice

- Rehearse what you prepare.
- Rehearse with visual aids.
- Practice again and again.
- Rehearse in front of a mirror or a friend.

# #4 Present

- Make a strong start.
- Engage the audience in the first 2-3 minutes.
- Show your passion through your gestures.
- Make eye contact.
- Smile unless your topic is serious.





# How we receive information



**Text**  
**7%**

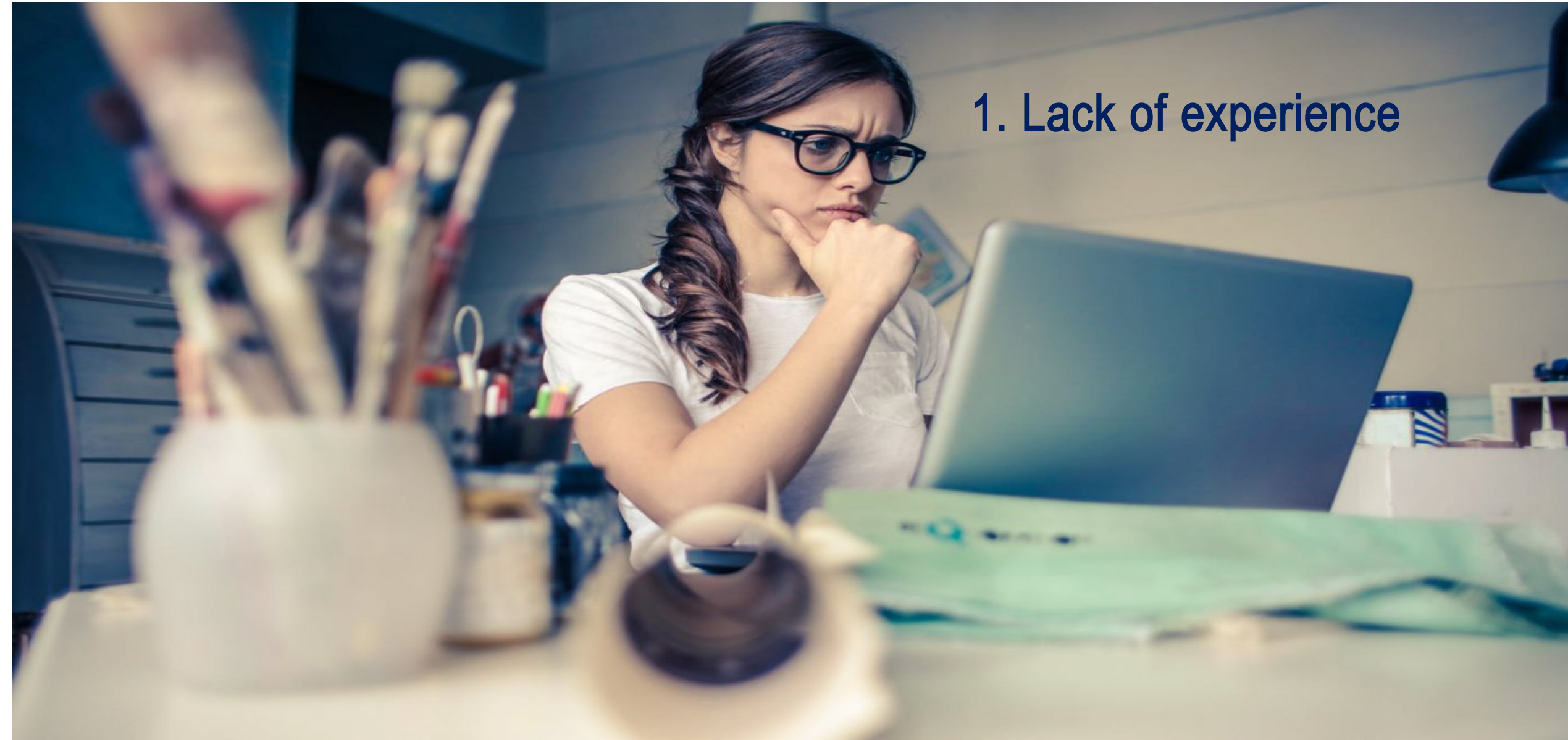
**Visual**  
**55%**

**Vocal**  
**38%**



# Flaws in Presentation

1. Lack of experience



# Flaws in Presentation



2. Lack of enthusiasm

# Flaws in Presentation

## 3. Lack of practice





# Flaws in Presentation

## 4. Lack of related materials



# Flaws in Presentation



5. Lack of confidence

# Flaws in Presentation

6. Lack of ambiguity in conclusion.







4

**Watch the following video “Presentation Good/Bad Examples”.**



**List the main points from the video and share them afterwards.**

# **Examples of Bad Presentation**

Examples of Bad Presentation



Share your ideas



# Keys to a Killer Presentation

- Be over prepared.
- Rehearse and practice
- Know our subject.
- Be positive.
- Interact with your audience.



5



**Watch the following video:**

**“How to do a presentation – 5 Steps to a killer presentation”**



**Write the main points and share them afterwards.**



**How to do a presentation – 5 steps to a killer presentation**

Share your ideas





6

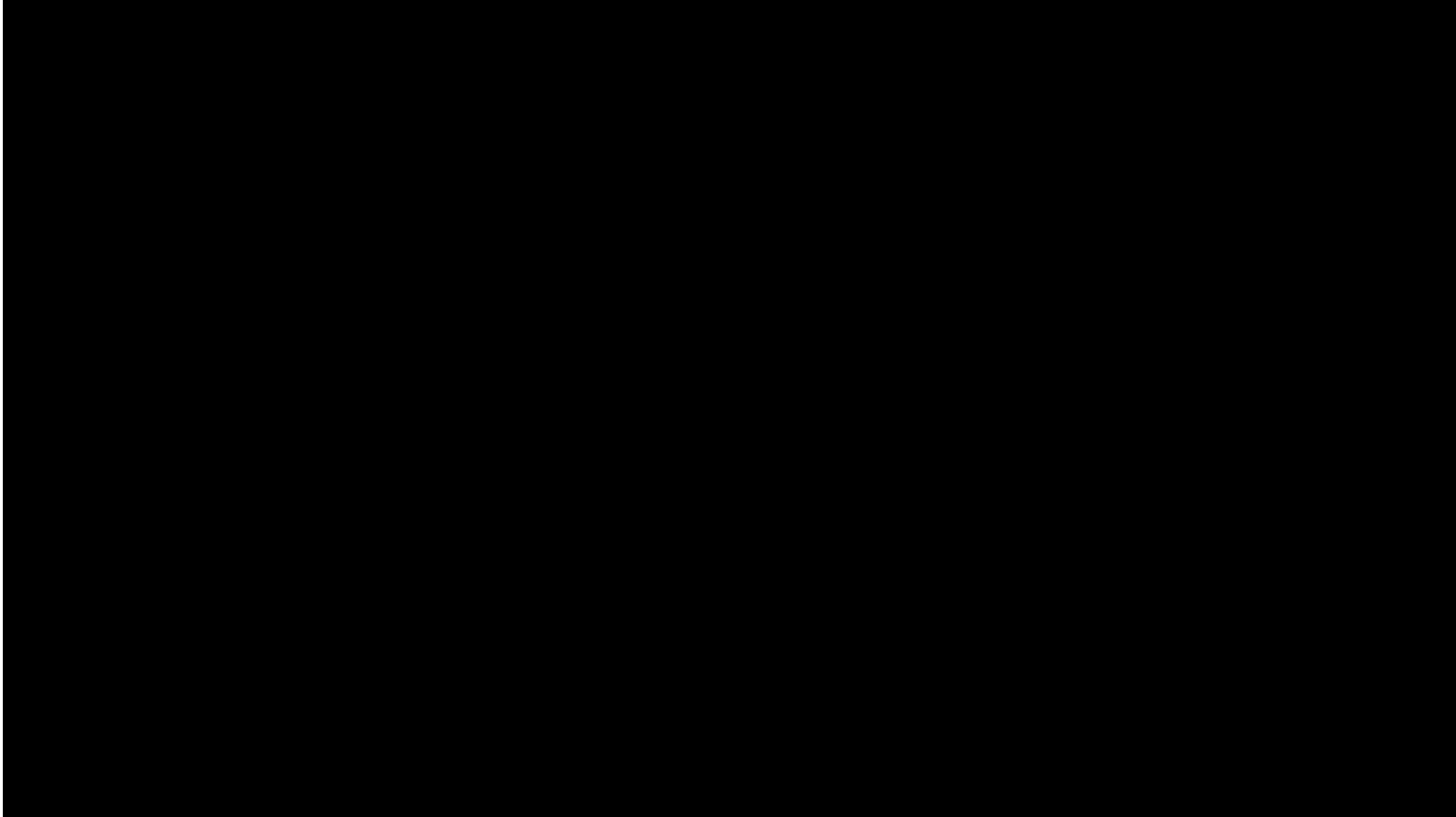


**Watch the following video:**

**“Denzel Washington’s Life Advice Will Leave you Speechless”.**



- 1) What did you like about this presentation?**
- 2) How did the speaker capture the audience's attention?**
- 3) What is the main theme in the speech?**



Denzel Washington's life advice will leave you speechless

Share your ideas



**Week 8 Group Task: Infographic (10%)**

**Deadline: before the next class**

**Create an album in the group line to submit the group task.**



**Create a original, attractive infographic. Your infographic should contain at least 4 tips for presentation skills.**





Thank you