

A GOOD PRESENTATION

“Think about a time when your teacher was given you and your friends a regular lesson in class. Some teachers are able to make it interesting. Some teachers put you to sleep in 5 minutes no matter how hard you try to stay awake. Why does this happen? This module will attempt to make you aware of the skills in presentation which will make you, hopefully, a more interesting presenter in the near future.”

1. When you think about a good presentation, it is usually:
 - Something you can remember
 - Something you enjoyed / hated (but can remember well)
 - The presenter was entertaining / engaging
 - The subject of presentation was interesting
 - Everyone managed to pay attention and time went by “very fast”

2. Likewise, when you think of a bad presentation, it is usually:
 - Something you will forget (even if it is important)
 - You got bored and cannot wait for it to be over
 - The presenter was in his/her own world
 - You were falling asleep, drawing something on your notebook or talking with your friend

Generally, most people will have an idea of what a good or bad presentation is

3. Definition of a Good Presentation:

- Communicates all information from sender to receiver effectively
 - o Message correctly encoded by sender/presenter – all information is 100% correct and sent across without any mistakes
 - o Message accurately decoded by receiver/audience 100% intact as intended by sender/receiver

- 4. Presentation Methods
 - Media aids
 - o PowerPoint
 - o Video presentation

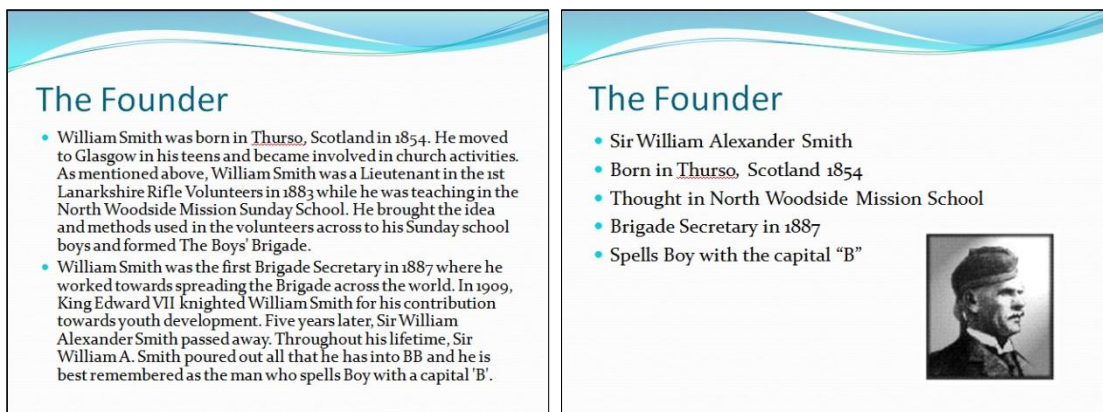
 - Other Methods
 - o Sketch
 - o Case study
 - o Quiz
 - o Singing

5. A good presentation consist of:
- a) **Good visual materials / aids** (ie. Notes, PowerPoint, music, video, etc)
 - b) **Good Presenter**
 - Clear voice
 - Good interaction with audience
 - Good position on stage
 - Knows the subject of his presentation well – can answer any question people ask
 - Prepares well for his presentation
 - c) **Good Audience**
 - Listens to your presentation
 - Is a part of your presentation (interaction)
 - Is clear of the message of your presentation

6. PowerPoint Tips

Rules

- 1) Do not make the PowerPoint too wordy
- 2) Limit words in sentence to 7-8 words
- 3) Put pictures or even videos into slides
- 4) Make sure the information is concise
- 5) Don't let your PowerPoint "control" your presentation
- 6) Do more talking – limit number of slides as much as possible



(Left Picture) Bad Example – Too wordy. (Right Picture) Simple, concise.

7. Sequence in Making a Presentation with PowerPoint

Step 1: Greet the audience

- Say hello, good afternoon, etc.
- Introduce yourself, your name
- Tell audience what you are presenting about (ie. The title of your presentation)
- Example: Hello everyone! A very good day to all of you. My name is Alex and in today's presentation, we will be talking about frogs."

Step 2: Give a summary of your presentation

- Present an outline of your presentation on PowerPoint
- Quickly, but clearly read the outline of your presentation
- Make your *main point* at the end
- Example: "We will start today's presentation by talking about how frogs are born, followed by how they morph from tadpole to frog and then finally talk about how they die, where I shall conclude why it is important for us to know".

Step 3: Present you main presentation

- Start going into detail from slide to slide
- Be natural at giving your presentation – don't rely too much on notes
- Keep it to 3-5 minutes or more a slide – don't go through a slide in 1 minutes – it will be too fast

Step 4: Ask questions and engage with the audience throughout

- Ask questions like:
 - o Do you agree?
 - o What do you think?
 - o Etc
- You can try things giving them a quiz/game or a form of activity during the presentation, whenever appropriate – but don't overdo it or do it for the sake of doing it – it must "flow" with your presentation

Step 5: End presentation by once again summarising points.

- Most people struggle with how to end a conversation, yet alone a presentation – so this is how; gather your main points and give your conclusion
- Example: "In conclusion, frogs begin like as jelly like eggs hatching into tadpoles which morph in the period of 5 months to a full size frog which reign terror in some of our lives. Therefore, it is important that we wipe them out otherwise it will be noisy every night. Thank you."

8. Other Tips

- Maintain eye contact
- Use multiple voice tones
- Be cheerful!
- Try "something different"