



Present It!

ebook - Sample Pages



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Email: sales@abctrainingsolutions.biz. Website: www.abctrainingsolutions.biz

Aims & Objectives

Aim

The aim of this course is to provide you with the knowledge and skills required to deliver high quality presentations.

This will result in benefits for you such as improved performance, enhanced feelings of self esteem, better self-confidence and improved influencing skills.

Course Objectives



At the end of this course, you will be able to:

- ❖ Apply a coping strategy to deal with fears and apprehensions about delivering a presentation.
- ❖ Deal with last minute nerves prior to the presentation.
- ❖ Structure, plan and prepare a clear and effective presentation.
- ❖ Design an impactful introduction, using the I.N.T.R.O. theme.
- ❖ Design a professional ending to the presentation.
- ❖ Layout notes, by means of highlighted script and cue cards.
- ❖ Understand the importance of visual aids.
- ❖ Design clear, simple, effective visual aids to support your speech.
- ❖ Understand the importance of body language.
- ❖ Exhibit positive body language that supports the presentation.
- ❖ Understand the factors of the voice that affects the delivery of the presentation.
- ❖ Apply the 3 steps to assertive behaviour to handle difficult questions from the audience.
- ❖ Deliver presentations confidently in a controlled environment.

"Human beings, who are almost unique in having the ability to learn from the experience of others, are also remarkable for their apparent disinclination to do so."

DOUGLAS ADAMS

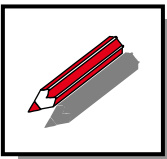
Section One: I'm a Presenter? Get Me Out of Here!



Section Objectives

At the end of this section, you will be able to:

- ❖ Apply a coping strategy to deal with fears and apprehensions about delivering a presentation.
- ❖ Deal with last minute nerves prior to the presentation.



Activity: Think about how you *feel* about delivering a presentation. Do you consider the feeling to be positive (+) or negative (-)? Why do you feel that way? List your thoughts in the table below.

My Feelings	+ / - ?	Why I Feel This Way?

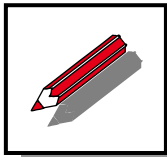
Overall Structure

In terms of overall structure of your presentation, a good guide is:

Beginning **“Tell ‘em what you’re going to tell ‘em”**

Middle **“Tell ‘em”**

End **“Tell ‘em what you’ve just told ‘em”**



1. Which part of this structure have we planned out so far in this fictitious presentation of the second hand car?

2. Does the above structure mean that we’re telling them the information three times?

3. What implication will this structure have for your presentation planning?

Turn over for some suggested responses

Review of Section Two



By now, you should be able to:

- ❖ Structure, plan and prepare a clear and effective presentation.
- ❖ Design an impactful introduction, using the I.N.T.R.O. theme.
- ❖ Design a professional ending to the presentation.
- ❖ Layout notes, by means of highlighted script and cue cards.

Section 2: Summary Quiz



How well have you mastered these skills?

Try this short quiz to find out. Suggested answers follow the quiz. If there are any points you are unsure about, refer back to the relevant section and then try the questions again.

1. What was the mnemonic for setting the beginning of a presentation?

2. What do the letters stand for?

3. What 4 questions should you ask yourself before planning the contents of the presentation?

a) _____

b) _____

c) _____

d) _____

Some suggested answers include:

OHP

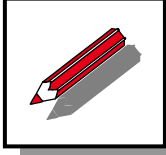
Tips on Use

- Can pre-prepare visuals.
- Use colour for emphasis and interest. Beware of rainbow effects!
- Use at least 28-point size as a guide.
- Use a coin or pen on OHP to focus image.
- Reveal each slide line-by-line with a sheet of blank paper. If paper is thin enough, you can see the next bullet point before the audience sees it on screen.
- Limit amount of text on one acetate – 6/7 bullet points is sufficient.
- Write in bullets – not in full sentences.
- Break down a complicated diagram by building the acetates up in overlays.

Things to Watch Out For

- Printing slides in black and white onto acetates – 20% better chance of retention if in colour.
- Standing in the eye line of audience.
- Position of the OHP – sometimes the ‘head’ and vertical post obscures the screen for some audience members. Try to position OHP on a low table.
- Looking at screen too much and not at individuals. We can lose contact with the audience.
- Numbering the acetates so that don’t get mixed up.

Body Language

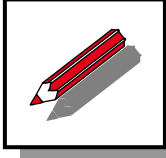


Activity: Write down a definition of what you think body language is and why it is so important.

Turn over for a suggested answer.....

Did You Know?
It takes 72 muscles to frown and only 14 to smile!

Vocal Impact



What factors of the voice do you think are important to help us make an impact in presentations?

Turn over for some suggested answers

" You cannot teach people anything.
You can only help them discover it within themselves"
GALILEO

Section 4: Summary Quiz ANSWERS

The answers you were looking for are:

1. 140 words per minute. Slow down due to:

- Highly technical information.
- English is not the audience's first language.
- Presenter has a strong regional accent.
- Inexperienced audience.

2.

Step 1: Show you listen and understand.

Step 2: Say what you think or feel.

Step 3: Say what you want to happen next.

3.

- Power.
- Pace.
- Pitch.
- Pronunciation.

4. Up to 55%.

5.

a) Scanning eye contact.

b) Don't dwell eye contact on just a few people – the others feel left out.

c) Normal blinking rate – no staring.

6. Where you bounce the question back at the Questioner (or other audience members) for a response.