

# PRESENTATION SKILLS

★ SLIDESHOW ★

FOR  
SPEAKING &  
USING VISUALS

~ Special ~  
Overcome  
Stage Fright

PATTY ANN

# **Overview of Highlights**

- \* Preparing an Oral Presentation**
- \* 9 Ways to Captivate an Audience**
- \* Using Graphics in Presentations**
- \* Presentation Enhancers**
- \* Overcoming Stage Fright**

# Preparing an Oral Presentation



# Preparing an Oral Presentation

## *Identify Your Purpose*

- » Start with the end in mind. Decide what you want your audience to believe, think, feel, remember, or do.
- » What impact do you want to make?
- » Point all key topics of your speech toward your end purpose.

# Preparing an Oral Presentation

*Make Your Message Easy to Follow*

- >> Develop 2 to 4 key points.
  - \* Streamline your topic
  - \* Summarize the principal parts
  
- >> Arrange the points logically.
  - \* Chronologically
  - \* From most- to least important
  - \* Compare and contrast
  - \* Be creative!

# 9 Ways to Captivate An Audience

## *9 Ways to Captivate An Audience*



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# 9 Ways to Captivate An Audience

## 1. Make a Promise

*“By the end of this presentation you will be able to . . .”*

## 2. Draw Audience In with an Ongoing Plot or Drama

Tell a moving story or describe a serious problem. Connect it back to the presentation theme.

## 3. Make Eye Contact

Command attention right off by making eye contact with as many listeners as possible.

# Using Graphics in Presentations



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EXAMPLE



# Using Graphics in Presentations

## *Ensure Visibility*

- » Use large sans serif type for slides.
- » Use color to add contrast.
- » Use pictures for interest.
- » Size and position graphics to be seen.
- » Be sure the audience can see details.

# Presentation Enhancers



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# Presentation Enhancers

## *Media Choices for Presenting*

- Overhead Projector
- Flip Charts
- Handouts
- Dry Erase Board
- Computer with Smart Board
- Slide Projector
- Movie Projector

# Presentation Enhancers

## Consideration and Use of Media

- » Cost: Initial and ongoing expenses for all facets of operation.
- » Audience: What is your audience size? What visual options work well for 20, 200, or 2000?
- » Equipment availability: Reserve, rent, or own it?
- » Amenities available: Do you need outlets, extension cords, or other supplies?

# Overcoming Stage Fright



# Overcoming Stage Fright

## Symptoms of Stage Fright

- >> Pounding heart
- >> Stomach butterflies
- >> Shortage of breath
- >> Sweaty palms
- >> Dry throat
- >> Unsteady voice
- >> Tied tongue
- >> Trembling hands
- >> Weak knees
- >> Feeling faint

# Overcoming Stage Fright

## Ways to Overcome Stage Fright

- » Shift the focus from yourself to your visuals and audience needs.
- » Practice presenting in front of friends and family first.
- » An occasional mistake is natural and human, don't fret!

And, When You Are Done  
Take a Well Deserved Bow



SAMPLE



**Thank YOU!**  
**For Previewing**  
**Presentation Skills**

*Your Positive Ratings and Comments are Appreciated!*

