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#### **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 mad. Decide what you want your audience to believe, think, feel, remember, or you.
- » What in pact do you want to make?
- » Point all key topics of your speech toward your end purpose.

### Preparing an Oral Presentation

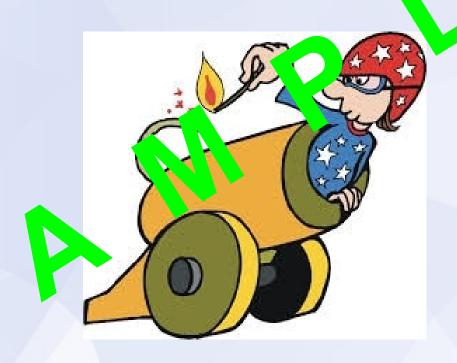
Make Your Message Easy to Follow

- >> Develop 2 to 4 key points.

  \* Streamline your topic

  \* Surantize the principal parts
- >> Air ge 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



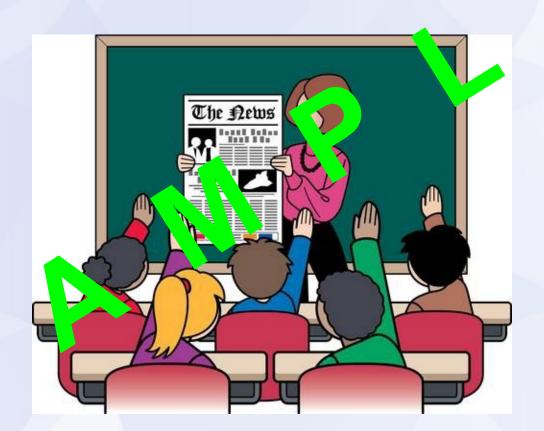
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### 9 Ways to Captivate An Audience

- 1 Make a Promise
  - "By the end of this presentation you will be be to . . ."

- 2. Draw Audience to with an Ongoing Plot or Drama Tell a moving story to the scribe a serious problem. Connect it back to the presentation theme.
- mand attention right off by making eye contact with many listeners as possible.

### Using Graphics in Presentations





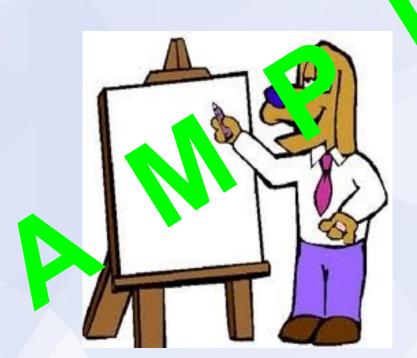
### Using Graphics in Presentations

### Ensure Visibility

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

### Presentation Enhancers





### **Presentation Enhancers**

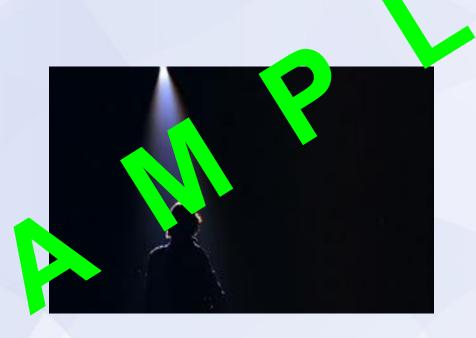
#### Media Choices for Presenting

- Overhead Projecto
- Flip Charts
- Handoul
- Ly Erase Board
- Computer with Smart Board
- Slide Projector
- Movie Projector

### Presentation Enhancers Consideration and Use of Medical

- » Cost: Initial and ongoing expense, for all facets of operation.
- » Audience: What is your audience size? What visual options work will for 20, 200, or 2000?
- » Equipment vailability: Reserve, rent, or own it?
- » A népities available: Do you need outlets, extersion cords, or other supplies?

## Overcoming Stage Fright





### Overcoming Stage Fright

#### Symptoms of Stage Fright

- >> Pounding heart
- >> Stomach butterflies
- >> Shortage of breath
- >> Sweat nalms
- >> Dry threat

- > u steady 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 the ily first.
- who occasional mistake is natural and human, don't fret!

### And, When You Are Done Take a Well Deserved Bow



### Thank YOU! For Previewing Presentation Skills

Your Positive Ratings and Comments are Appreciated!

