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Effective Presentation Skills

1) Definition of Presentation

- A presentation is a means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or while briefing a team.

2) Presentation Skills

- Following are the steps included in presentation. They are as follows,
 - A. Plan
 - B. Prepare
 - C. Practice
 - D. Present

3) Steps in detail

A. *PLANNING*

While preparing a presentation, one needs to plan and prepare for the same. Planning for presentation includes finding answers to the following questions like, who is the audience, why are they present at a particular place, what is the goal for the presentation, etc.

B. *PREPARE*

Once you know the audience, it is easy to prepare for the presentation. This step includes certain points to be kept in mind.

During this step, one needs to keep in mind the flow of presentation, structure of the presentation, employment of visual aids, voice, appearance, style of presentation, questions etc.

The flow of presentation is extremely important because it will determine the introduction, central theme and final conclusion of the presentation.

C. *PRACTICE*

It is said that practice makes man perfect. Thus before making a presentation it is extremely important for one to rehearse before giving an actual presentation.

Practicing in front of a mirror or in front of a friend will boost the level of confidence

While practicing it is also important to note the time that is consumed while making a presentation.

D. *PRESENT*

While making a final presentation, it is extremely important to maintain eye contact with the audience.

It is equally important to have proper voice modulation while giving a presentation.

One should be extremely conscious about one's usage of hand gestures, facial expressions and body language.

