

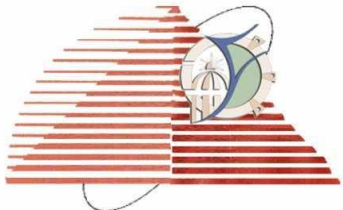
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**Presentation  
&  
Communication  
Skills**



**Fayoum University**



**Faculty of Engineering  
Mechanical Engineering Dept.**

***Lecture (6)***  
***on***

***Verbal Presentation***

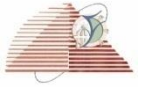
***By***

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***2015 - 2016***



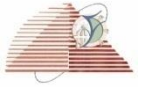


# Giving Presentations

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# Giving Presentations

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An activity that many of us view with concern is that of giving presentations. Few people feel entirely comfortable standing in front of an audience to deliver a talk; even fewer actually enjoy it. In fact, a survey carried out in America on common fears, suggested that fear of speaking in front of a group was rated higher than fear of death







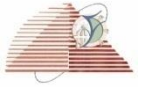
# Dealing with Fears

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As we have seen, a common fear is that the presentation will result in some sort of disaster, leaving us feeling embarrassed or humiliated. Once explored however, these fears usually emerge as unrealistic and our imagined 'worst case scenario' is either highly unlikely or not the catastrophic disaster that we think it will be!







# Dealing with Fears

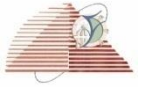
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Techniques to resolve your anxiety include the following:

1. Accept that it is perfectly normal to feel nervous or anxious to some extent.
2. Prepare well.
3. Be realistic. Are your standards too high? Take off the unnecessary pressure that comes from negative and unrealistic thoughts by challenging them and seeking the more rational view. That worst case.







# Dealing with Fears

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4. scenario you imagine is highly improbable, and if a less than positive outcome does occur, it is unlikely to be the end of the world!
5. Use relaxation exercises such as deep breathing.
6. Behave 'as if' you are feeling confident; i.e.
  - ✓ Enter the presentation in a very deliberate way,
  - ✓ Rehearse your presentation, but also how you will
  - ✓ Stand, set out your notes, change your slides etc,
  - ✓ Use other non-verbal behaviors to appear confident.





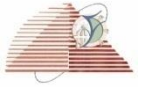


# Planning of Presentation

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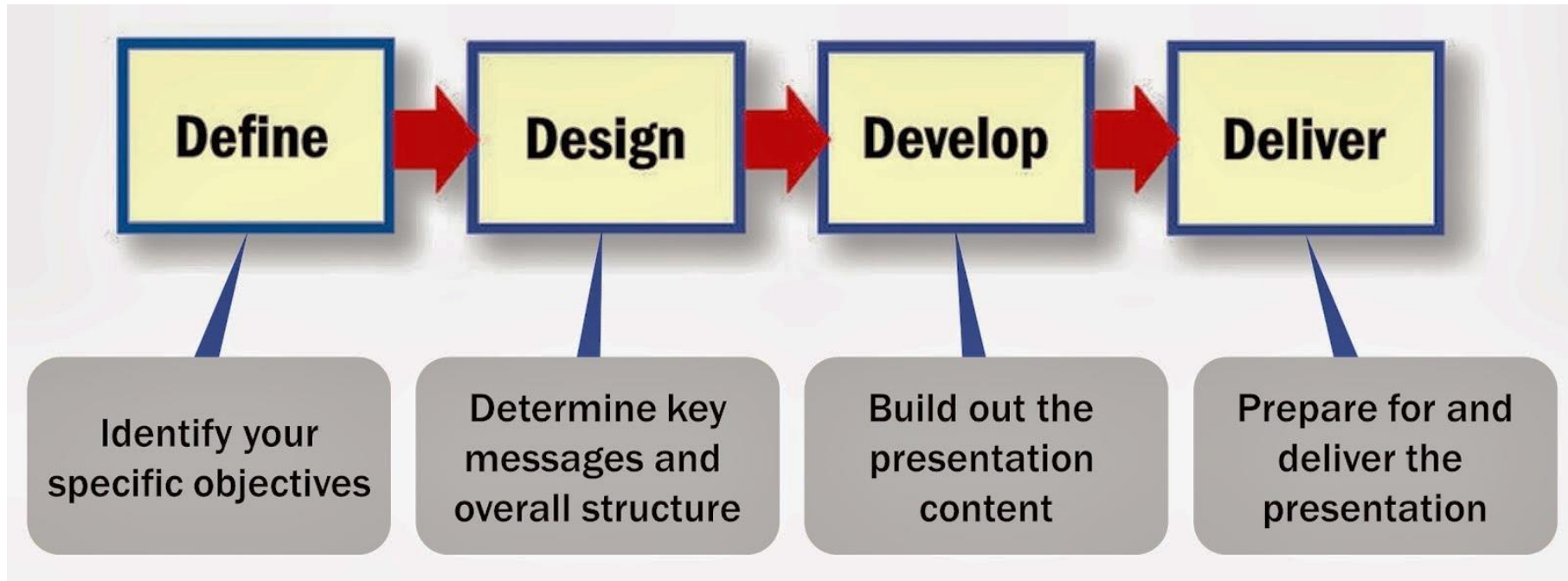






# Planning of Presentation

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# Planning of Presentation

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It can be helpful to plan your presentation in terms of key steps, as follows:

1. **Set your objective.** A simple sentence can be a good means of defining your purpose in giving the presentation, and will begin to determine the content. Try to complete the following sentence: 'As a result of my presentation, my audience will....'

For example, 'As a result of my presentation, my audience will see their role in interdisciplinary learning more clearly, and will understand and be impressed with the value of providing practice placements in this department.'

Decide whether the main purpose of your talk is to inform, persuade, motivate or change things. What do you want your audience to do as a result of your talk?







# Planning of Presentation

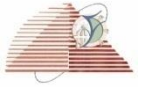
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2. Understand your audience: Try and have a basic idea of the size of the audience and who they are.

Think about what they will be expecting from the presentation, but be realistic about this. Find out what level of knowledge and experience those attending will have about your topic, so that you know where to aim the material. Are the audience likely to have any preconceptions or misconceptions about the subject that you need to address and put right? How might your audience use what you have to say?







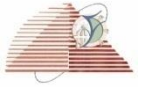
# Planning of Presentation

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3. **Know your setting:** Find out about the equipment – audiovisual aids etc. that will be available. Check out the location of the presentation; the size of the room (to help you decide on type of seating arrangements), and other facilities.







# Planning of Presentation

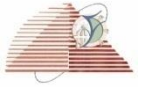
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4. Write down the 'central theme' of the talk. For example, using the example given in point 1, the theme or overall message might be:

'Interdisciplinary learning opportunities are vital to student placements, form a valuable part of the work of the department and each member of staff has an important role to play'.







# Planning of Presentation

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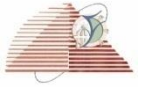
5. Write your outline: Ask yourself: What are the main points I need to make to get my message across?

What supporting information will I need? Where will I get this? How much time will I need?

Structure your talk (see section on structuring your talk).







# Planning of Presentation

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6. Develop your visual aids: For example, will you use a flipchart, whiteboard powerpoint, overhead projector or data projector etc. to clarify important points and aid understanding? NB: Do not use too many slides/points.
7. Prepare your delivery notes, according to the structured outline.
8. Deliver your presentation.

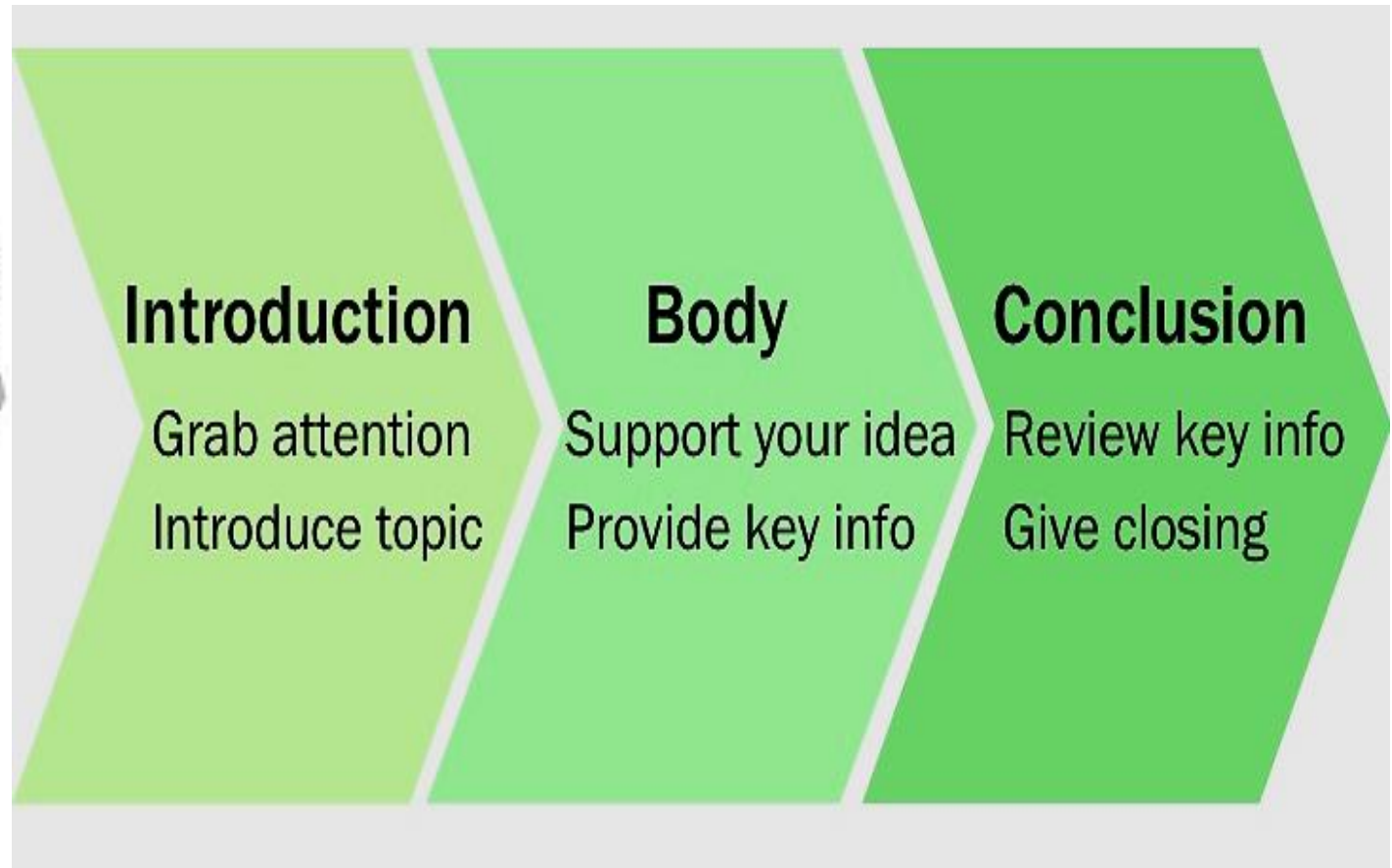




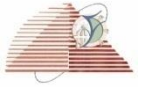


# Structuring of Presentation

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# Structuring of Presentation

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## Introduction:

Through the introduction you should grab your audience's attention and set the scene. Ways of getting your audience's attention include asking a rhetorical or intriguing question, providing a relevant and interesting fact, giving an anecdote, outlining the valuable information you hope the audience will gain from the presentation/telling them why they need to know the information, giving a quote or making a dramatic prediction.

Your theme should be made clear from the start. Start the audience thinking about the subject matter of your presentation by, for example, a statement of your main objective. It can also be helpful to present the structure to your talk, by explaining briefly how you plan to proceed with it.







# Structuring of Presentation

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## The main body:

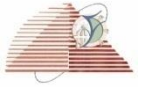
Select the main points that support your argument but only include as much detail as your audience needs. **Also, be aware that people will not remember too many points.**

Once you have decided on the key points, organize them into a sequence that makes sense to you. This sequence may take various forms, including being chronologically based, problem-solution based, simple-complex based etc.

Explain and build your points using supporting information and evidence.







# Structuring of Presentation

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## Conclusion:

There are various ways of concluding a presentation including changing the pace, using a new visual aid, summarizing your main points, drawing the conclusion and its importance, making recommendations, asking for questions, getting feedback, asking for or recommending particular actions, getting some sort of commitment from the group to the advocated course of action, or ending by thanking the group for their time and attention.

**Do not end suddenly.** Give your audience some idea that you are coming to a close; eg. 'And now, before I finish' or 'In conclusion' etc.

Try to end on a strong note through the use of tactics detailed above. Research has long since shown that we tend to remember the opening and closing parts of a presentation over the detail in the middle.







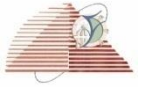
# Presentation Delivery Types

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- 1. Impromptu:** This involves giving a talk with no prior planning, and is often the least preferred method. Sometimes however, we do not have an opportunity to prepare and are called on to speak at short notice. Take a few moments to write some key points down on a card to help give you some structure, and do not panic. Others will be aware that you had only a short time to prepare. Also, keeping the style relaxed and conversational, so that it seems impromptu (even if this is not the case) can be a very effective style.
- 2. Extemporaneous:** This involves cue cards or slides on which you summarize the main points which you then flesh out.







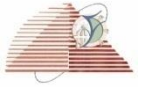
# Presentation Delivery Types

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3. **Memorized:** This approach involves learning and regurgitating a manuscript. This is more difficult when giving longer presentations in that there is a lot of material to be memorized. However, a useful tip is to memorize the first few lines to get you started.
4. **Read:** This involves speaking from a prepared manuscript. However, while this can feel the safest option, try to use it as a guide as far as possible rather than reading it word for word, as your delivery could otherwise sound stilted. Practice and rehearse in order to remember key points.





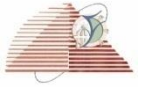


# Presentation Delivery Techniques

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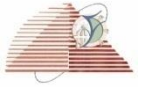
# Presentation Delivery Techniques

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1. Use appropriate language and avoid terminologies. If the audience do not understand most of what is being talked about, they will become detached.
2. Be suitably paced. Inexperienced speakers have a habit of speaking too quickly. On the other hand, speaking too slowly is a recipe for boredom. Where speed of delivery may be a particular concern, think about placing an accomplice in the audience primed to signal when you get too slow or too quick.







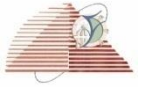
# Presentation Delivery Techniques

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3. Use visual aids without placing them center stage. Even the best of these are only aids to assist the speaker.
4. Make use of sub-summaries, signposts and links. Pause at transitional points in the flow of ideas to briefly summarize the material covered. Explaining how this 'chunk' of information links with what comes next helps to signpost the path through the presentation and increases its coherence.







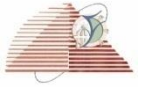
# Presentation Delivery Techniques

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5. Emphasize key points verbally, non-verbally and vocally. Emphasize verbally through listing key points (e.g. 'It is vital that you recognize...'), repeating core elements etc; non-verbally (e.g. Gestures, changes in posture, position); and vocally (e.g. Altering volume, speed of delivery, tone of voice).
6. Be verbally fluent. Effective public speakers do not have to be word perfect. Nevertheless, lots of 'umms' 'ahhhhs' and other fillers such as 'you know' can be highly distracting.
7. Be concrete and precise, rather than appearing vague and indefinite.







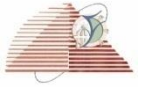
# Presentation Delivery Techniques

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8. **Be dynamic.** Use punchy rhetoric, vocal variation and non-verbal animation. If you are not enthused, how can you expect to be sufficiently enlivened to enthuse others?
9. **Be varied,** e.g. intersperse talk with graphs, slides or pieces of video that the audience can look at as a break from listening. If appropriate, encourage some discussion or ask the audience to work on a brief exercise.
10. **Include carefully chosen examples** – as a bridge between what the listener knows and is familiar with and the new material being introduced.







# Presentation Delivery Techniques

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11. Avoid distractions, e.g. pacing around, playing with a pen or pointer, over use of certain stock phrases. Gain control of body language.
12. Seem natural and not contrived. This can take some time and practice.
13. Rehearse what is going to be said.











# Quiz

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1. List the different types of presentations that you have had to (or may be expected to) deliver as part of your role.
2. Think about a presentation that you gave that went very well. (If you have not had experience of delivering presentations, think of a time when you spoke to a group of people in a work-based context, which went well).
3. Think about a presentation that you gave that could have been much better (or as before, speaking in a group).
4. Using information from points 2 & 3, identify your strengths and areas where you need to improve.





Thank  
You