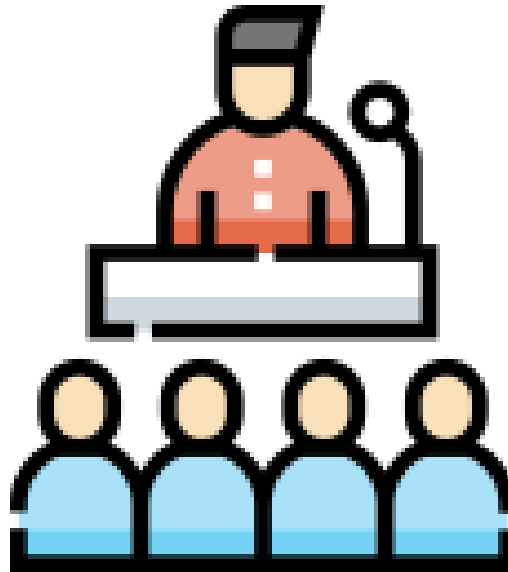


BCS -II

2

Presentation Skills



Essential Skills

1. Clarity
2. Confidence
3. Conciseness
4. Creativity
5. Pacing
6. Humour
7. Focus
8. Balance

1. Clarity



“Speak clearly, if you speak at all; carve every word before you let it fall.”- Oliver Wendell Holmes

2. Confidence



*“90% of how well the talk will go is determined before the speaker steps on the platform.”
Somers White.*

3. Creativity



"The brain doesn't pay attention to boring things." - John Medina.

4. Conciseness



"No one ever complains about a speech being too short!" - Ira Hayes

5. Pacing



“Talk low, talk slow, and don’t talk too much.”

- John Wayne

6. Focus



“ Many attempts to communicate are nullified by saying too much.”-Robert Greenleaf

7. Humour



“A sense of humor is an escape valve for the pressures of life.” -Richard G. Scott

8. Balance

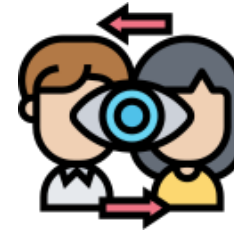


“Balance is not better time management, but better boundary management.” Betsy Jacobson



Introduce Yourself

Eye Contact



Use props

Practice Makes Perfect



Ask Questions



DON'Ts

FAST



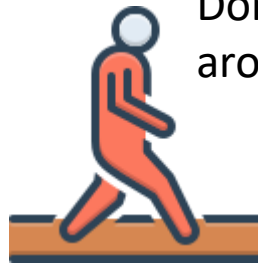
SLOW



Don't talk too fast or too slow



Don't read from the slides or from notes



Don't Pace around



Don't overuse vocal fillers



Don't fidget



- Be a storyteller
- Memorize structure
- Pause frequently but effectively
- Get comfortable with technology
- Figure out what to cut
- Learn from other presentation

Bad VS Good Presentation

<https://www.youtube.com/watch?v=snxVQdfiTDM>

THANK

