

PRESENTATION SKILL TRAINING 1

An outline of presentation skill training

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- **Fundamental concepts to give a presentation**
 1. Establishing relationship with the audience
 2. Being a natural speaker or not
 3. Negotiating communication exchanges in a presentation
 4. Building your confidence

- **Essential skills to prepare for a presentation**
 1. Approaches
 2. Analysing the audience
 3. Structuring presentations
 4. Writing slides
 5. Spicing up the content
 6. Mapping out the route for delivering presentations

Presentation vs. communication

Activity 1: Q&A about presentation for communication

- Relationship
- Direction

Are we natural speakers?

- Activity 2: Is it difficult to speak to communicate?
- https://www.youtube.com/watch?v=pzI4D6dyp_o



Who do you want to speak like?



?

- You
- Transforming yourself.

Three Ps for effective presentation

Activity 3: What principles are for effective presentation?

- Pointed
- Passionate
- Prepared

Audience

- Activity 4: Who are you speaking to?
- Analysis:
 - Demographic information: gender, age, education, occupation, income, culture, ethnicity, group membership, etc.
 - Psychological profiling: attitudes, values, beliefs

Structure of presentation

- Activity 5: How is your presentation structured?
 - Categorise presentation: Introduction, main body, and conclusion
 - Subcategories?

Write for presentation

- Activity 6: Who do speakers write the presentation slides for and how?
 - Eyes: to read
 - Ears: to listen
 - Minds: to think

What interests people

Activity 7: How do you personalise your presentation?

- extraordinary facts about ordinary things
- ourselves
- glorified gossip

Three parts of your presentation

Target

- Begin with...
- Explore the main body...
- Finish your speech with ...

Summary and assignment

Summary

- Reflect on what you have learnt today about the presentation and skills
- Please summarise today's lesson and how you relate to the theories of giving your presentations in the future.

Assignment

Please observe the presentation given by other people, such as politicians, actors/actresses, and teachers/students, take notes and share your views on the observed presentation.