IEM Presentation

Membership Drive
Trainer the Trainers Program

By Ir Dr Chong Chien Fatt
FIEM, PE,. MIMechE, CEng. ACGI
BSc (Mech Eng), M.Eng (Ind Eng & Mgmt), DBA
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Tips on How to Deliver an Oral Presentation

- The content is the most obvious component of any oral presentation — after all, if you are talking, you had better have something worthwhile to say.

- But an oral presentation — no matter how well-written — is only as effective as its delivery.

- The people in the audience want you to succeed, but if you cannot hold their interest, the value of your presentation is questionable.

Body Language for Presentation

1 Make Eye Contact With Your Audience.

- Humans respond to eye contact
  - They expect to be able to see when you are excited, when you are making an important point
  - When you are looking to them for approval, when you are winding up to make a big point.
  - Go ahead and write your whole speech out so you can read robotically if you blank out, but you should practice your speech so you know it well enough that you can glance up from your notes and look at your audience as you speak.

Positioning of visual aid/keyboard

- Position your visual aids or keyboard so that you never turn your back to your audience.
- Don't hide behind the computer monitor when you run your PowerPoint presentation.
- Don't stare down into your notes, either; your audience isn't down there.
- Do not BLOCK the view of the screen from the audience
- Usage of pointer
  - Point to the target and HOLD it

2 Start with Your Strongest Points.

- Many speakers spend too much during the introduction, and rush through the most original, most thoughtful points that they had saved for the end!!
- When you are facing a hostile audience, you might want to start out by emphasizing where you agree with your audience, and then carefully working your way towards your most divisive, most daring claims.
- Usually, you should come right out and make your strongest case first.

How to start your presentation

From English for University. Com

3 Determine Your Goals

- Why are you delivering this oral presentation?

- What does your audience want?
  - The needs of the audience are always important
  - An oral presentation brings you into direct, face-to-face contact with that audience.

- A speaker has a captive audience.
  - To capture the attention of a captive audience, you should be informative, interesting, and even a little surprising

- Have a "Grabber"
  - a startling fact or claim, an inspiring quotation, or a revealing anecdote.
- Give a "Take-Home Message"
  - On Saturday Night Live years ago, a character named Fr. Guido Sarducci pitched the "Five Minute University," which was supposed to teach you everything that the average college graduate remembers, five years after graduating. The entire economics course was "supply and demand."
  - Many speakers put this "Take-Home Message" up as the final slide of their talk. What is the one thing you want your audience to remember?

4 Organize Your Material

- Introductions and background sections are boring.
  - Don't waste everyone's time by giving the entire report, or by dropping the names of all the authors you've consulted.
  - A presenter who spends 15 minutes describing experimental procedures or positioning themselves theoretically — but only 5 minutes presenting and analyzing the results of their original work — has missed the point.
- Get to the point.
  - An oral presentation is not for you to get points for spewing out as many details as possible.

5 Keep the Audience Involved

- Graphics, inspirational quotations, and anecdotes are all well-respected methods of maintaining audience interest.

- Don't "deliver a speech".
  - Most inexperienced speakers who approach a professional oral presentation this way end up cutting themselves off from their audience.

- Don't try to recite from memory.
  - If you spend your energy worrying about what you're supposed to say next, you won't be able to pay attention to whether the audience can hear you, or whether the overhead projections are focused.

- Don't read word-for-word from a stack of papers.
  - When you present, make every effort to include your audience; after all, they are the reason you are speaking in the first place.
  - If you do feel that you must write out your speech word-for-word, you should be familiar enough with it that you don't need to look at the paper all the time.
- "Talk to people"
  - Make your audience feel welcome.
- Make frequent eye contact.
- Remember that your audience wants your conclusions.
- Rehearse your explanations of charts and diagrams

- Know the venue.
  - Find out how to shut off the lights, to lower the screen, to focus the overhead projector, etc.
- Prepare for disasters. The network may crash, your monitor may start to flicker, etc.
  - Prepare a backup — overhead projections or paper handouts to distribute.
- Use visuals to help you explain, not as substitutes for explanation.
  - A picture may be worth a thousand words, but a thousand confusing or pointless words are no help!
- If you put up a slide with a series of question, each of the next slides should answer one question at a time.

6 Watch the time!

- To help pace yourself, at the top of each page of your notes, write down what time it should be; as you turn each page, you can glance at the clock and see whether you are on track.

- If you are running behind, don't talk faster — cut.

  – Figure out in advance which examples, which subsections you can drop, without damaging the whole presentation.

7 Take questions in the middle, not at the end!

- The benefits include:
  - If you spark a good Q & A session, your audience will remember and appreciate it.
  - If nobody has any questions, you can just fill up the space with more of your own material.
  - If you really know your material, you can adjust your conclusion to address the questions raised by the audience.

8 Conclusion

- Demonstrate how your presentation leads back to the theme you introduced via the "grabber"

- Recap your main points, and demonstrate how they all fit together that the audience members can take with them.

Thank you