

Effective Presentations

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GOALS FOR THIS LECTURE:

- Learn how to organize the content of your presentation
- Learn tips for successful delivery of your presentation
- Learn how to overcome nervousness
- Use this information to put together a presentation of your own

YOUR PRESENTATION TOPIC

- Great Nepal ! Beautiful Nepal !

Create a 5-minute presentation

Formula for an Effective Presentation

Organized & Well-Planned Information
+
Presentation Style & Practice
=
SUCCESSFUL PRESENTATION

Remember: How your present is as important as what you present.

Steps to Make an Effective Presentation

There are 4 basic steps in putting together an oral presentation:

1. Organizing your Thoughts

2. Planning and Preparing

3. Practicing

4. Making the Presentation

Organize your Thoughts

Think about your audience and the goal of your presentation.

- ✓ How much time do I have to make the presentation?
- ✓ Who is my audience and why are they here?
- ✓ What do they know about my presentation topic?
- ✓ Am I informing or persuading them about my topic?
- ✓ What do you want your audience to know, feel or believe after your presentation is finished?

Organize your Thoughts

Brainstorm:

List as many ideas and thoughts as you can about your topic.

Organize your Thoughts

Narrow down your ideas:

- Go through this list and decide what ideas are important
- Pick and choose the ideas you want to talk about
- Delete ideas that are not relevant

Organize your Thoughts

Outline your ideas:

Based on your list of ideas, arrange them in a logical order in an outline

Read through your outline and ask yourself:

- ✓ Is it interesting?
- ✓ Does it follow a logical order?
- ✓ Can I improve it?

Organize your Thoughts

Decide what will guide you through your presentation:

- Note cards
- Notes in Powerpoint slides
- Outline on paper
- Outline with a list of key statements you want to make

Planning and Preparation

How can you enhance your presentation
and
make it more interesting for your audience?

- ✓ *Visual aids (photographs, props)*
- ✓ *Diagrams*
- ✓ *Tell a story about what inspired you to pursue your career*

Planning and Preparation (Presentation Do's and Don'ts)

Do's:

- ✓ Use visual aids & props (if relevant)
- ✓ Speak with enthusiasm
- ✓ Make eye contact
- ✓ Speak clearly and take your time

Don'ts:

- ✓ Read word for word from a written report
- ✓ Put hands in pockets
- ✓ Fidget
- ✓ Play with your hair

Practice your Presentation

The most important element of a successful presentation is:

PRACTICE!

Practice is the single most important thing you can do to make an effective presentation!

Practice your Presentation

After you practice ask yourself:

- ✓ Does your presentation flow well?
- ✓ Do you have too much or too little information?
- ✓ Can you make it more interesting?
- ✓ Do your visual aids help or distract your audience?

Practice your Presentation

What if you are nervous?

- ✓ Remember that everyone gets nervous
- ✓ Do breathing exercises to relax
- ✓ Write a list of 10 questions that might be asked of you, and try to answer them
- ✓ Have fun with your presentation

Make Your Presentation

- Practice the entire presentation the night before
- Take a few deep breaths before it is your turn to present
- Keep eye contact with audience
- Try to talk slowly

Formula for Success:

Organized & Well-Planned Information

+

Presentation Style & Practice

=

EFFECTIVE PRESENTATION

YOUR PRESENTATION:

Great Nepal ! Beautiful Nepal !

- Brainstorm/organize your thoughts in an outline
- Plan – organization & content
- Plan – delivery style & props
- Practice & Make your presentation