

Unit 11
12th Session

EFFECTIVE PRESENTATION

Essential Notes:

- Presentation means standing in front of people in order to give information, to hold seminar or lecture, to persuade public, to introduce product, to carry out campaign, to make speech, to present report, and many other.
- There will be two parties getting involved on presentation namely: presenter or speaker (someone who gives information) and audiences or listeners (people who need information).
- For a beginner, presentation is a stressful and frightening situation like going to a dentist, especially if the presentation is in a foreign language.
- Nowadays, presentation skill is a required qualification in the workplace, regardless your educational background.
- The main objective of this topic is how to make an effective presentation and how to be a good listener as well.
- Remember, for final semester exam, every student is required to make presentation.

Frankly speaking, to make an effective presentation a presenter needs to consider many things. Two of them are provided below.



GETTING STARTED

1. TOPIC or TITLE

Topic is the first important factor to make effective presentation. Topic means what you are going to talk. Sometimes, it is not easy to choose an appropriate topic. A new comer on presentation will try to adjust his topic to the need of his prospective audience. That is why he must gather information as much as possible about his prospective audience before choosing a topic. Remember, for final semester exam, you are free to determine your topic as long as it deals with you major. Topic is subdivided into three main parts :

A. Introduction

What are included on introduction?

- welcome the audience
- introduce yourself briefly (name, registration number, faculty and major
- say thanks
- mention the topic (title) and the reason
- state the sub topics (sub titles)
- say rules of game

Before you learn a simple draft of introduction, have a look at the power point below.

TRAFFICKING	
I	Meaning
II	Causes
III	Victim
IV	Act
V	Case
Name : _____	
Reg. Number : _____	
Faculty : _____	
Major : _____	

i. Eye contact

This is the most important element on delivery. A good presenter will spend most of his time to keep eye-contact to all audiences. S/he must be aware that s/he is not speaking to certain people or groups, but to all audiences. To avoid nervous on presentation, please do not look at directly to the eyes of audiences, instead you may look between their eyes. Do not even look at the floor or ceiling then try not to turn back your audience.

ii. Posture

Posture relaxed deals with your body language during presentation. Dressing style, gesturing and all your body movement belong to this item.

Mark the following sentences true (T) or false (F)

- a. It is better to stand in one place while you speak
- b. Using gestures in a presentation is impolite
- c. It is important to appear relaxed during presentation
- d. You should not turn your back to the audience when describing visual aids.

iii. Voice

The last element of delivery is voice. We cannot disregard it especially on speed and volume.

There are three points to be remembered in producing voice.

- a. Volume. Your voice should be loud enough so that everyone can hear you. Talking to your audience and not to your notes or visual aids will help people hear you.
- b. Speed. Most people speak too quickly in a presentation, perhaps because they are nervous. If you speak too fast, people will not be able to understand then if you speak too slowly, people will fall asleep. A comfortable speed for a non-native speaker is around 90 words per minute and for native is around 110-120 words.
- c. Variety. Changes of speed, volume and intonation of voice during the presentation will make your presentation easier to understand and more interesting to listen.

How to overcome stage fright ?

- ☞ Stage fright may occur before or the moment someone makes presentation.
- ☞ There are some characteristics.
 - **Heart beating will be above normal.**
 - **Sweating on certain parts of body, such as : chin, palm.**
 - **Lose temper or manner.**
 - **Uncontrolled voice**
 - _____
 - _____
 - _____
 - _____
- ☞ All presenters ever experience stage fright even professors. Therefore, we need to anticipate it.
- ☞ To overcome stage fright a presenter can do three things at least.
 - **First**, take deep breath from your nose (generally 3 times is enough, but some do more than it)
 - **Second**, keep a bit smile or laugh
 - **Third**, do relaxation
- ☞ If possible, you had better combine the three things above.

Tips For A Presenter

1. To possess self confidence, you need practice, practice, practice, practice and practice.
2. Asking and answering session is the most stressful for a presenter, because if he cannot answer certain questions it means the presentation is not effective. On the other hand, an experienced presenter will use that session to interact directly with the audiences. There are some effective strategies a presenter can

apply to anticipate difficult questions. Remember you had better not answer any questions that do not correspond with the title.

3. Dealing with asking and answering session, an experienced presenter may lead the audience to ask questions on the items that he likes. To do that is very simple. He just hides some information on certain sub topics so that the audience will have an opportunity to ask.
4. It is better to hold asking and answering questions before taking conclusion.
5. Remember silence is death on presentation. However difficult a question is a presenter has to give response, even though it is unsatisfied explanation.

Further notes :

Learn the following essential sentences that you may apply on presentation.

- I want to ask you a question. As you said that _____
Can you give one example?
- Can you give more explanation about the second sub title?
- What do you think about _____?
- What is your opinion about _____?
- Do you agree if I say _____?
- What is your comment about _____?
- Before I move to take conclusion, may be you want to ask me some questions. I give you time to. Anybody?
- Now is the time for you to ask me some questions.
- If you have some questions, let you ask me now.
- If you want to ask me, please rise your hand, mention your name and registration number. Remember you are allowed to ask one questions only.
- I hope you will ask me two questions only.
- Because, I have limited time, I think two questions are enough.

- If you do not have chance to ask me here, please do not hesitate to contact me. This is my email address, phone number, etc.
- If there is no question, let me take some conclusions.
- Is your question _____?
- I just want to make sure that your question is _____?
- Thank you for asking me a good question. I will try to answer.
- That is a very good question.
- From your question, I may conclude that you really understand what I have presented today.
- I am so sorry. I realize it is a good question, but I am not in charge to answer it.
- I am so sorry, I cannot answer it. If you do not mind, please give your email so that I can submit you the answer soon after I discussed with my boss.
- Honestly, it is a good question. However, I am so sorry, I am not talking about it.
- I will try to answer question number two from Mr./Ms. ____
- Are you satisfied with my explanation?
- Is it clear for you or you have different opinion?
- Can you understand what I have just answered to your question?
- Can you accept what I have said?
- Does my idea answer your question?
- If my answer is wrong, please make correction.
- If you have different information, please tell me. That would be fine.
- If there are no more question, let me take some conclusion.
- I am sure you still have some question, but owing to limited time, I have to move to conclusion.
- Thank you for asking me questions. Now, let me take some conclusion dealing with my topic.
- I really appreciate your participation on asking some questions. Thank you very much. Please allow me to take some conclusion.