



Chapter 1

INTRODUCTION

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Lecturer CED - INU

BE – Environmental Engineering

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Course Content

Week	Topics	Quiz & Assignments
1	Introduction to Technical Writing, Introduction to Microsoft Word	
2	Introduction to Microsoft PowerPoint, How to make Effective Presentation	
3	Student Presentation	A # 01 + CA # 01
4	Essay writing (Descriptive, Narrative)	
5	Essay writing (Discursive, Argumentative)	A # 02
6	Introduction to Academic writing, Ethical Standards in Writing	
7	Writing a proposal for a research	
8	Software used for Citation (Mendeley/EndNote)	
Mid Term Examination		
9	Write a research paper/term paper	
10	Student Paper Review	A # 03 + CA# 02
11	Technical Report writing	A # 04
12	Progress report writing	
13	Government Forms (PC I, PC II)	
14	Government Form (PC III, PC IV, PC V)	
15	Class Activity (Complex Engineering Problem)	CA # 03
16	Curriculum Vitae, Resume, Cover Letters	CA # 04
Final Term Examination		



Presentation Skills

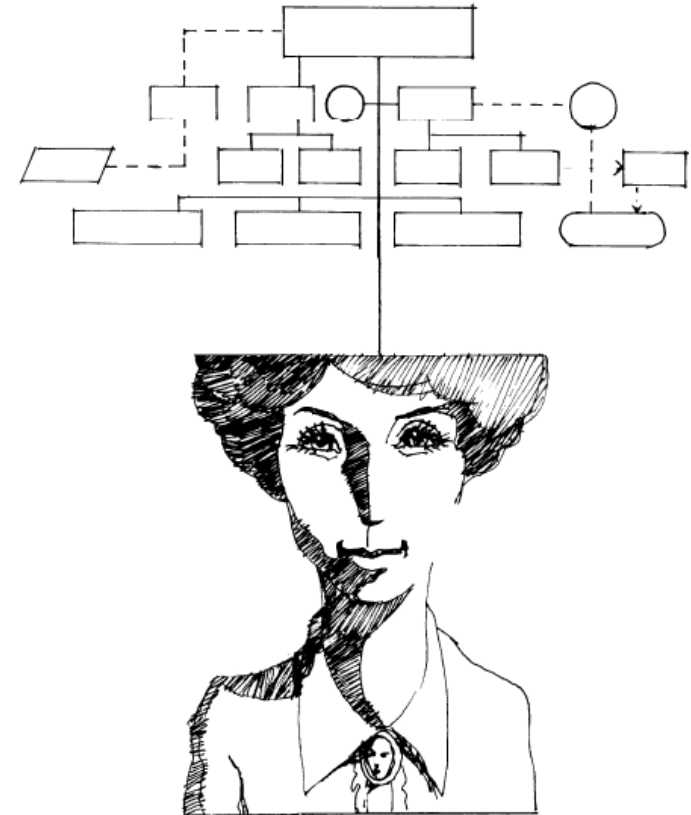
Because there has been implanted in us the power to persuade each other . . . not only have we escaped the life of the wild beasts but we have come together and founded cities and made laws and invented arts . . .

Isocrates

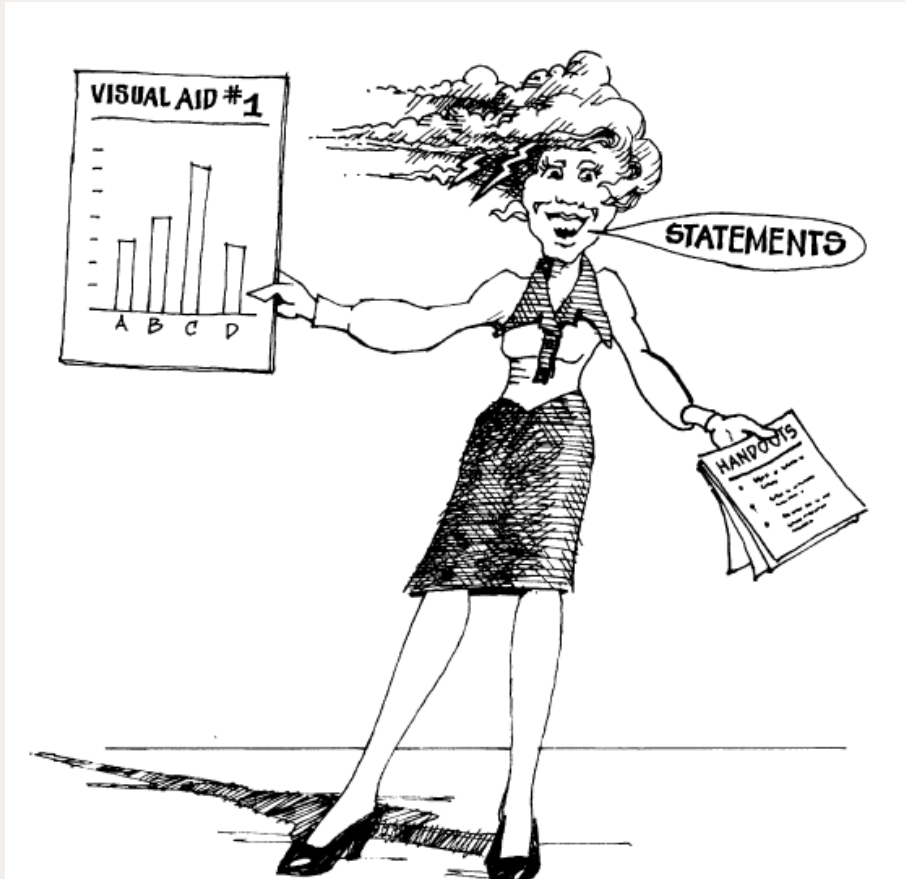
Planning Your Presentation



1. Ask yourself 'Why' not 'What'
2. Analyze your audience
3. Develop (Position – Action – Benefit)
4. Brainstorm main ideas
5. Develop sub-ideas
6. Develop introduction and conclusion
7. Review sentence
8. Develop slides/visual aids
9. Handouts



Creating Effective Slides



REMEMBER

Slides are not the messenger, you are.

Creating Effective Slides



Avoid overuse of slides

One slide for every two minutes of presentation time





Creating Effective Slides

Make slides pictorial/graphical

Use pictures, photographs, video clips but rarely use clip art

Templates



Column



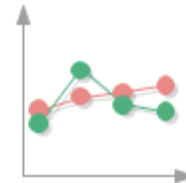
Bar



Pie



Doughnut



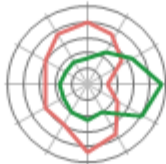
Line



Area



Scatter



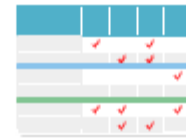
Spider and Radar



Bubble Chart



Gauges

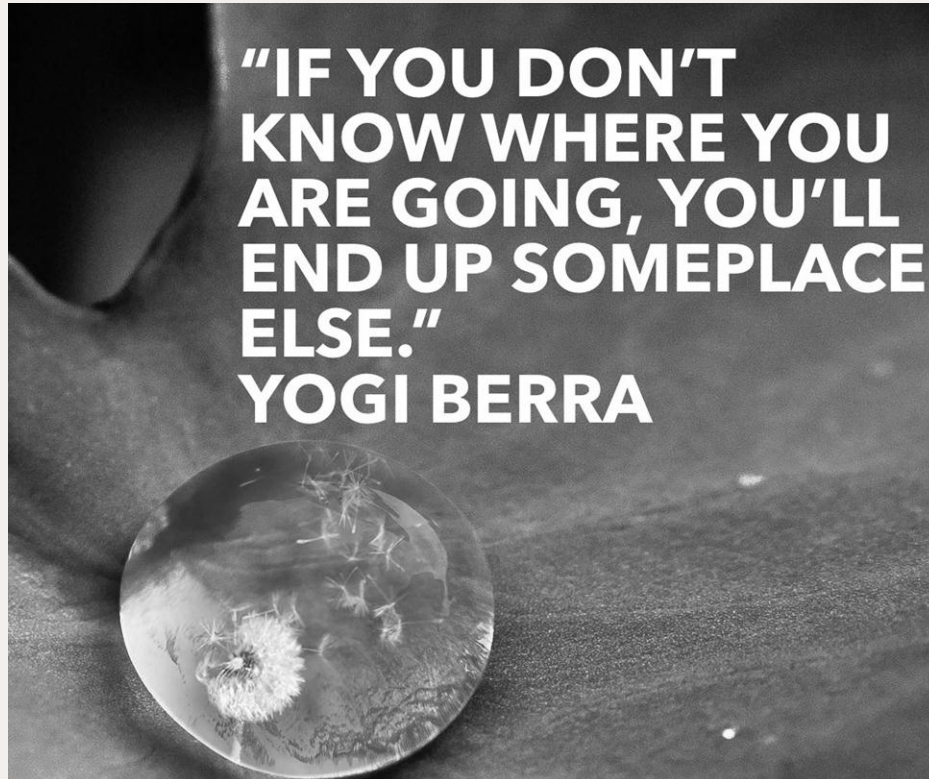


Comparison Chart

Creating Effective Slides



Present one key point per slide



Creating Effective Slides



Limit your content



Monthly Cumulative Totals

	Accepts	Volume	Returns	Amount
	179.880	423.3660	967	334.07
	128.864	345.7670	860	287.74
	34.221	678.4440	733	982.21
	129.775	654.9980	1887	658.89
	378.664	739.6000	431	295.58
	194.775	187.4659	223	295.50
	198.856	189.9570	582	377.89
	746.599	879.9560	334	867.73
	286.675	385.7689	233	286.57
	196.999	285.8678	188	296.97
	<u>185.868</u>	<u>286.8786</u>	<u>299</u>	<u>185.90</u>
Totals	2661.767	5058.3140	6737	4869.13



Monthly Cumulative Totals

Accepts	Volume	Returns	Amounts
2661	5058	6737	4869



Use color carefully

Don't use more than three or four colors per slide

Bad Color Schemes

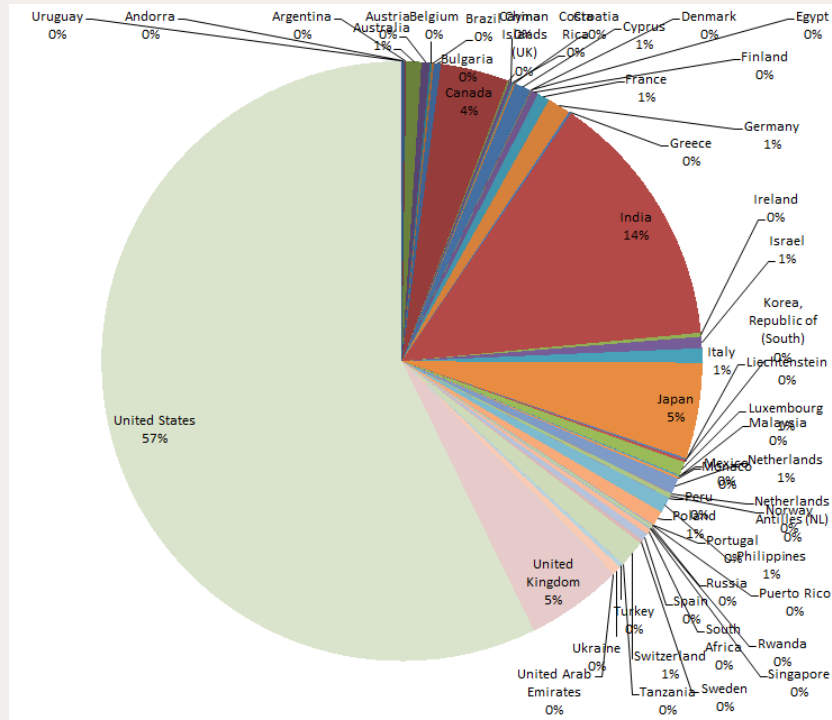
Contrasting Background Colors Make It Difficult to Concentrate on the slide, causing

- ✓ Confusion
- ✓ Headache
- ✓ Nausea
- ✓ Vomiting
- ✓ And even Death by PowerPoint



Creating Effective Slides

Make text, numbers and visuals easy to see
Minimum font size in most room setups is 20 pt



Creating Effective Slides



Avoid unnecessary slides like title, thankyou, etc





Use
builds
and
animations
very
sparingly

Creating Effective Slides



Put title to work



Good:

“Ways to Make Money
While Waiting for Disability
Benefits.”



Bad:

“Someone Gave Some Kids
Some Scissors. Here’s What
Happened Next.”

Creating Effective Slides



Use the 5x5 guidelines for bullet point slides

Use phrases and key words

Capitalize only the first word

AVOID THIS

How to Organize Your Presentation

It is a good idea to start by analyzing your audience. Once this is done you need to formulate a Position, Action, Benefit statement. You must complete these steps before you separately brainstorm the main ideas and the subpoints of your presentation. You then gather factual information and prepare a blueprint of your presentation. Also prepare any slides, handouts, and notes you will need. And don't forget to practice!

This slide is more effective when it is set up as follows:

THIS IS BETTER

HOW TO ORGANIZE YOUR PRESENTATION

- **Develop Position, Action, Benefit**
- **Brainstorm Main Ideas and Subpoints**
- **Develop Introduction and Conclusion**
- **State Main Idea Preview/Review Sentence**
- **Develop Visuals, Handouts, and Notes**

Creating Effective Slides



Number every slide

1 2 3 ...

Creating Effective Slides

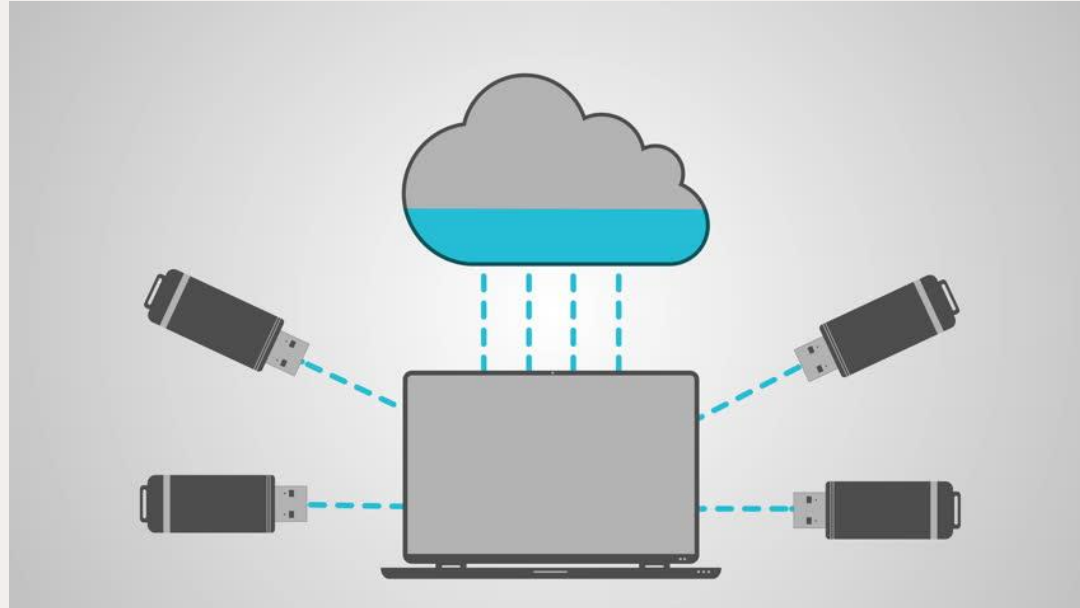


Adhere to color scheme or style guidelines.

Consider using Sans Serif Font (i.e. Arial or Helvetica)



Have Backups



Deliver your Slides with Energy and Composure



- ▶ Speak in monotone voice
- ▶ Good eye contact: 5 to 3 seconds per person
- ▶ Movement
- ▶ Gestures
- ▶ Facial expressions
- ▶ Posture
- ▶ Pace
- ▶ Pausing

*It's not just what
you say but how
you say it*

Question Answer



- ▶ Encouraging your audience to ask question
- ▶ Listen attentively to the questions
- ▶ Answering questions
 - ▶ Prepare for the question
 - ▶ Don't Preface your answer: "It is a very good question."
 - ▶ Clarify the question if it is lengthy or complex or inaudible to the back
 - ▶ Maintain your style
 - ▶ Be honest
 - ▶ Keep the answer to the point
- ▶ Dealing with hostile questions
 - ▶ Acknowledge feelings, facts or both
 - ▶ Respond with information
 - ▶ Maintain position



Dealing with Anxiety

Tips for Reducing Anxiety



Anxiety Way Before Your Presentation

1. **Organize:** Lack of organization is one of the major cause of anxiety. Knowing that your thoughts are well organized will give you more confidence, which will allow you to focus your energy into presentation..
2. **Visualize:** Imagine walking into a room, delivering your presentation with enthusiasm, dealing with answers and walking out of the room knowing that you did a great job. Mentally rehearse this before actually going in will give you focus on what you need to do to be successful.
3. **Practice:** You should practice standing up as if the audience is in the front of you. If appropriate have somebody critique your rehearsals. At least two formally dressed rehearsals are recommended. Work on your short comings.

Tips for Reducing Anxiety



Anxiety Immediately Before Your Presentation

1. **Breath:** Sit up straight and inhale deeply a number of times.
2. **Relax:** instead on focusing on tension, try to focus on relaxation. As you breath in tell yourself “I am” and on exhaling “relaxed”. Continue this for several minutes with flat mind.
3. **Release Tension:** As tension increases and your muscles tighten, nervous energy can get locked into your limbs. This unreleased energy can cause your hands and legs to shake. This can be released by a simple exercise . “Starting with your toes , tight your muscles up throughout your body and finally make a fist. Immediately relax all the muscles to release tension and take a deep breath. Repeat this until you feel relaxed”

Tips for Reducing Anxiety



Anxiety During Your Presentation

1. **Move:** Speakers who stand in one spot and never gesture experience tension. Locking hands in one position also locks energy. Know your audience and if possible try to move. If not try moving your upper body to release as much energy as possible.
2. **Eye Contact:** Give your presentation to one person at a time. Treat your audience as individuals. Look in people's eye when you speak. This eye contact can help you focus because you feel less isolated from audience.



Dress Code

INFORMAL Vs. FORMAL DRESS CODE



Streetwear



Casual



Business
Casual



Smart
Casual



formal



Semi-Formal

