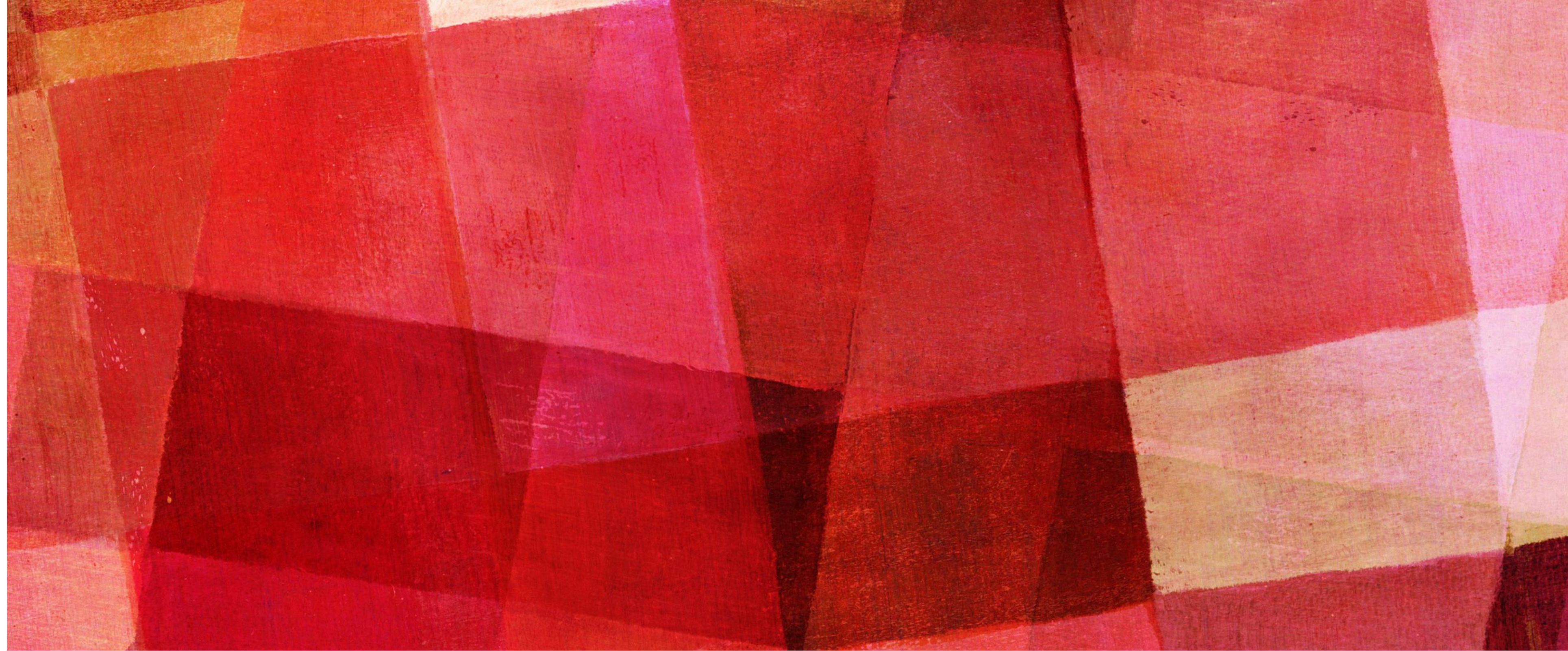


MAKING GREAT PRESENTATIONS

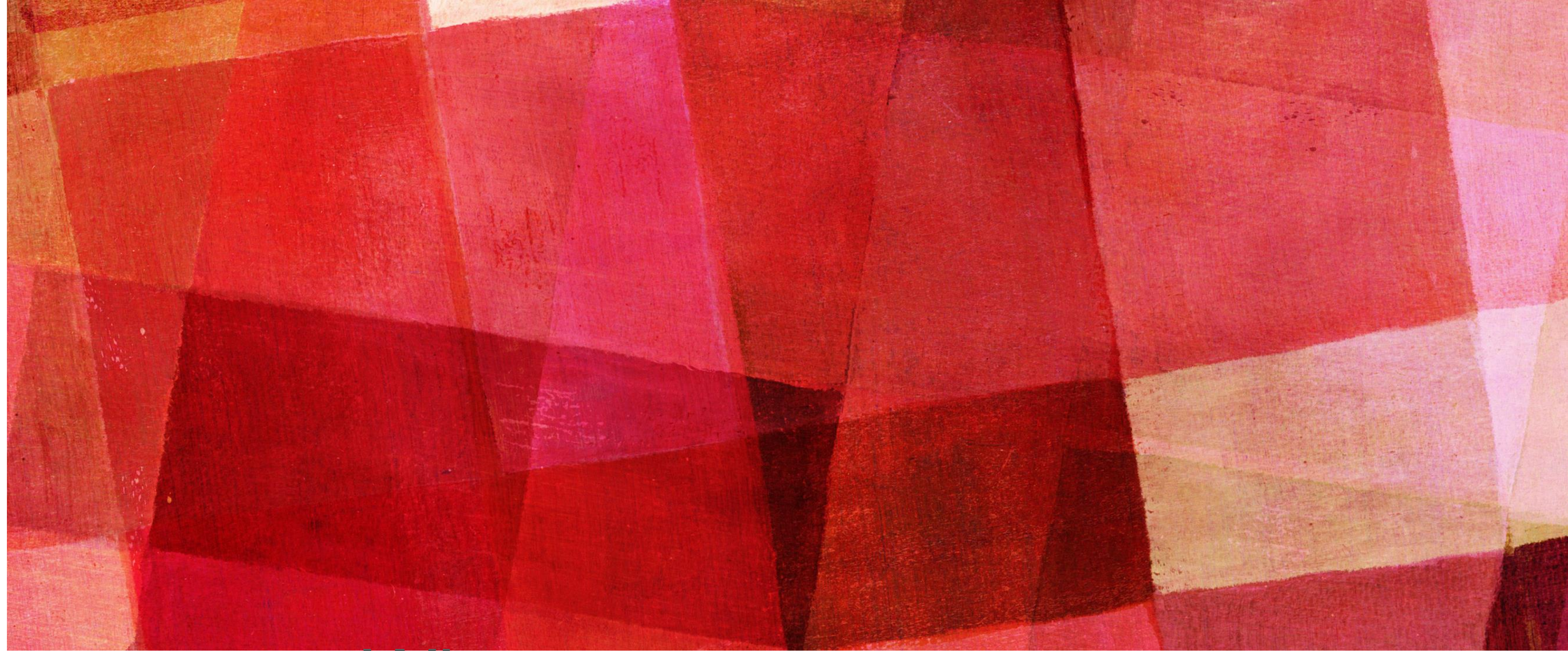
Unit 4 Are you communicating effectively?





Raise your hand if you feel
comfortable public speaking?



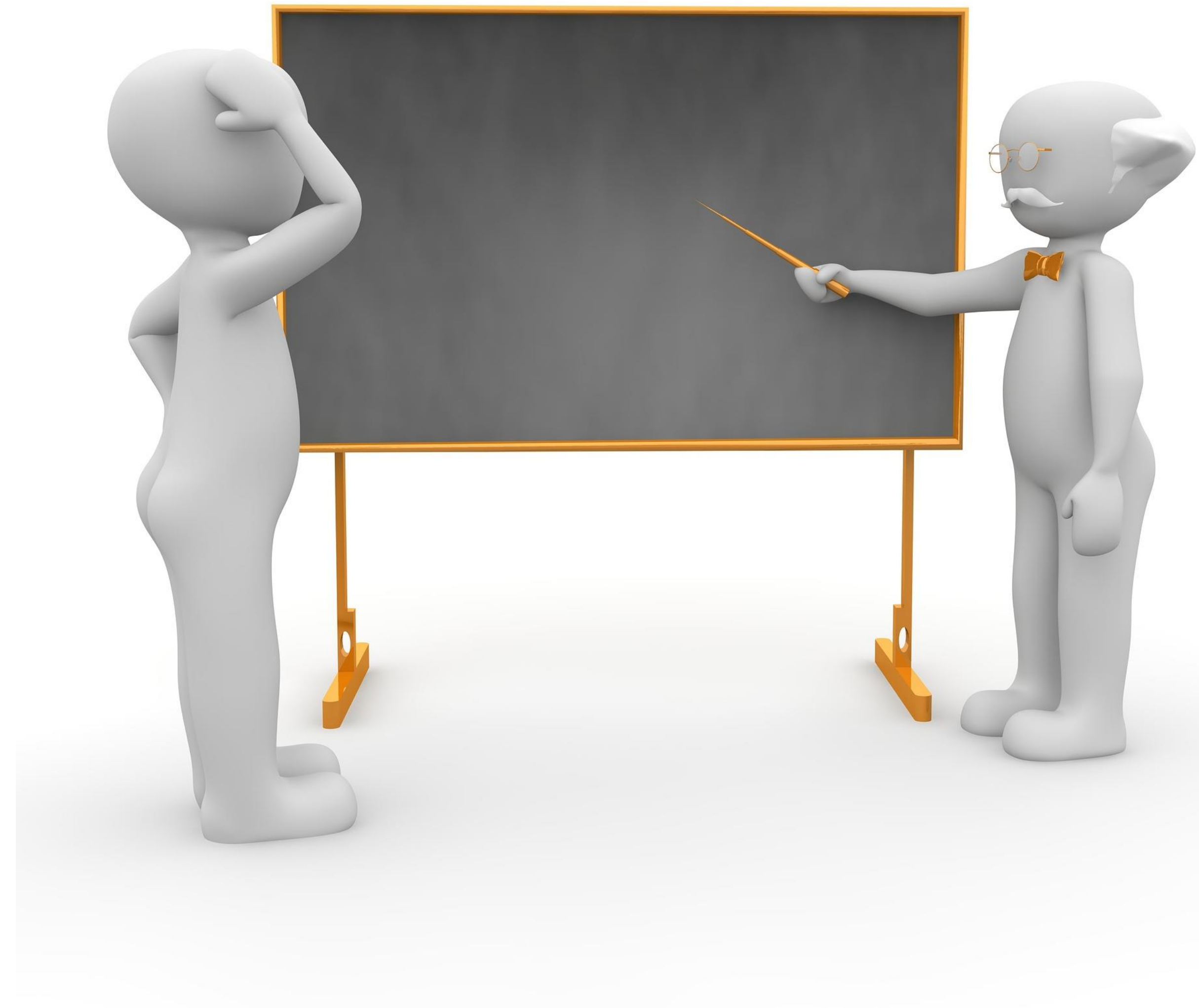


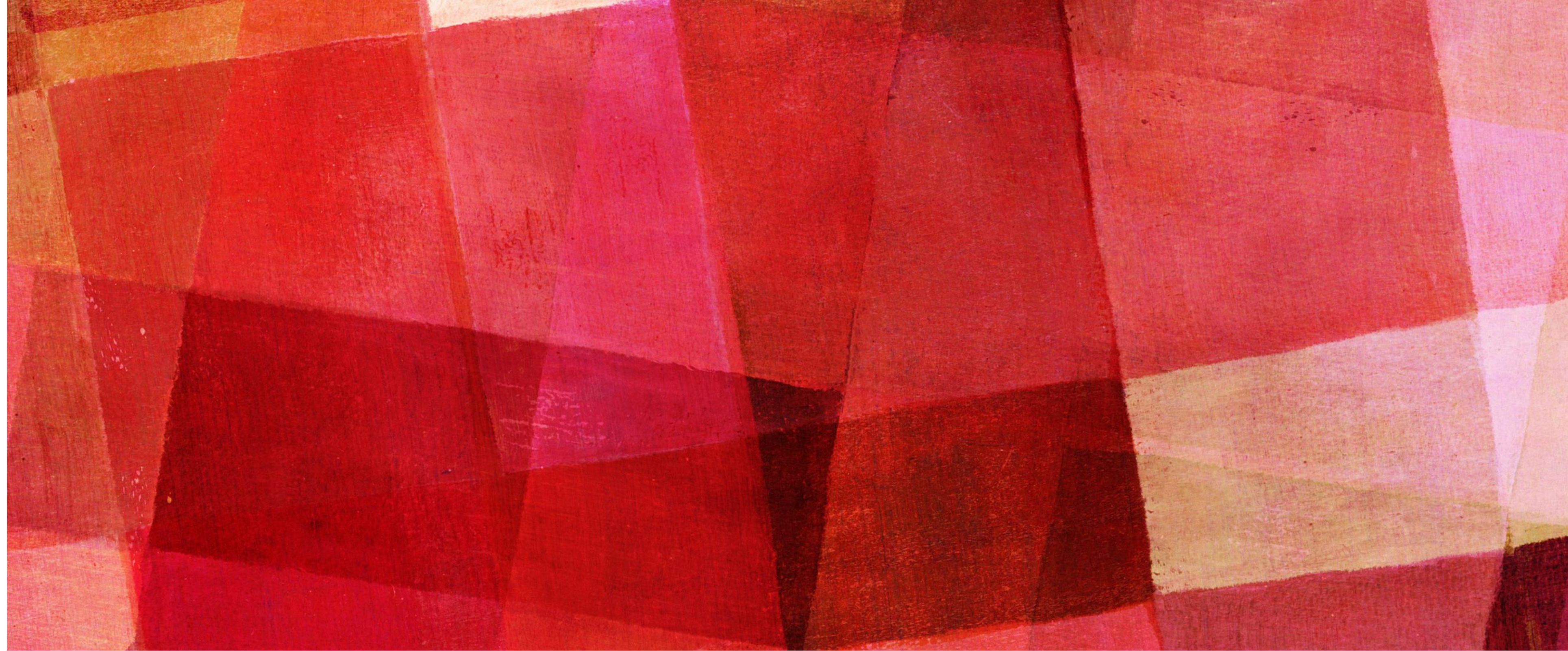
What are some reasons
presentations fail?



POSSIBLE ANSWERS

- Not prepared
- Poor delivery
- Bad presentation design
- Not relating to audience
- Poor content preparation
- Unrealistic expectations

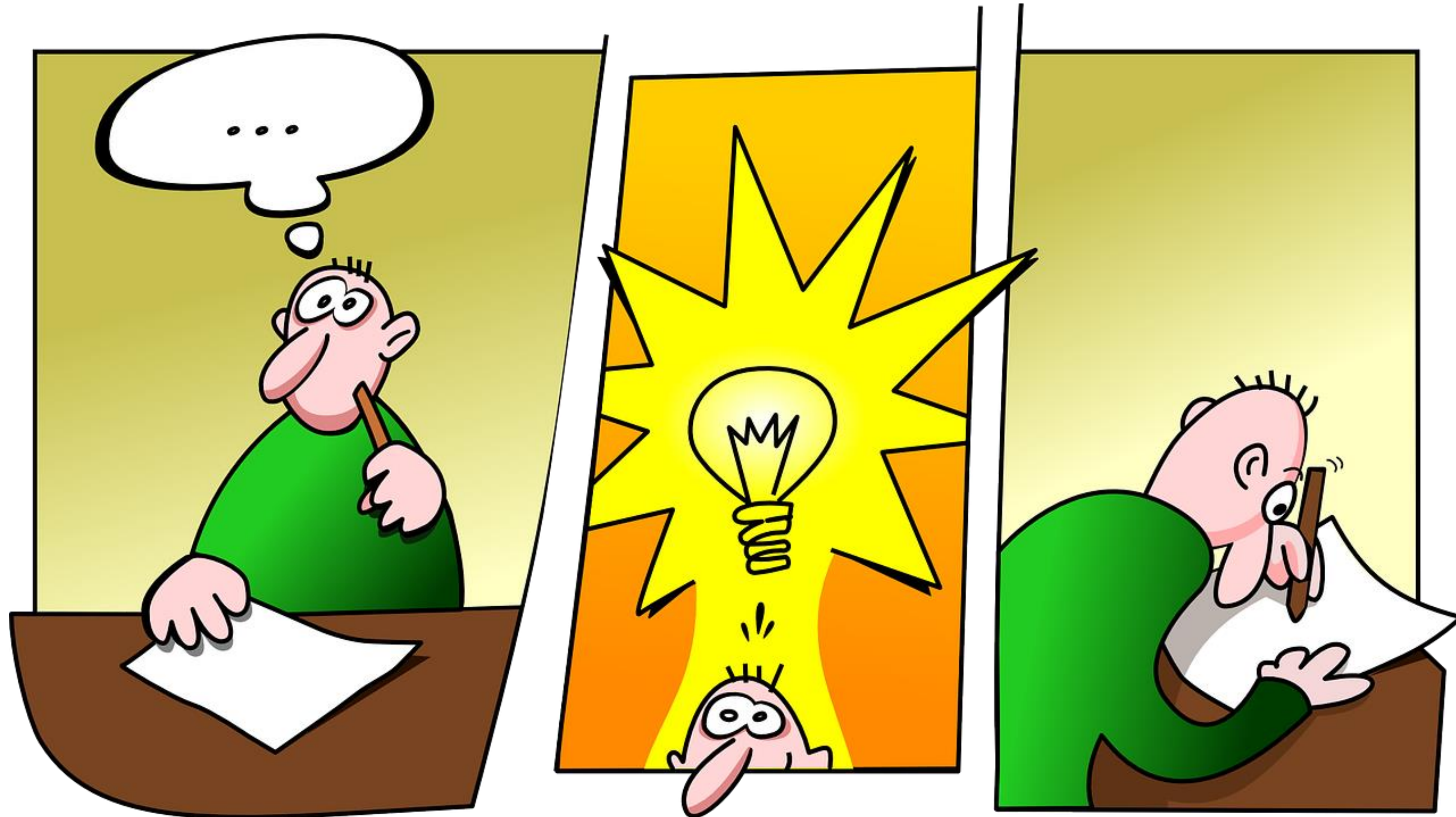




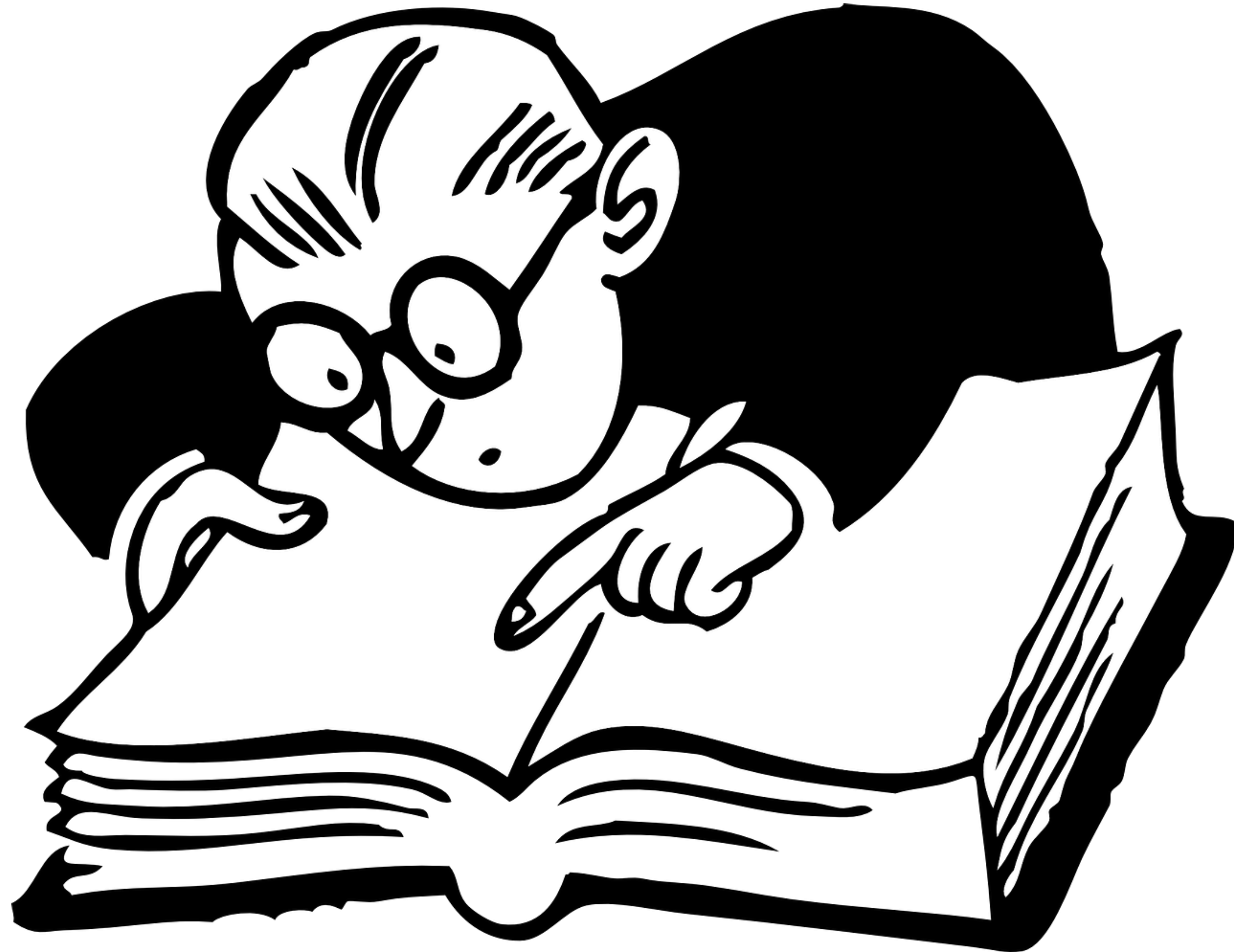
How can I make a better presentation?



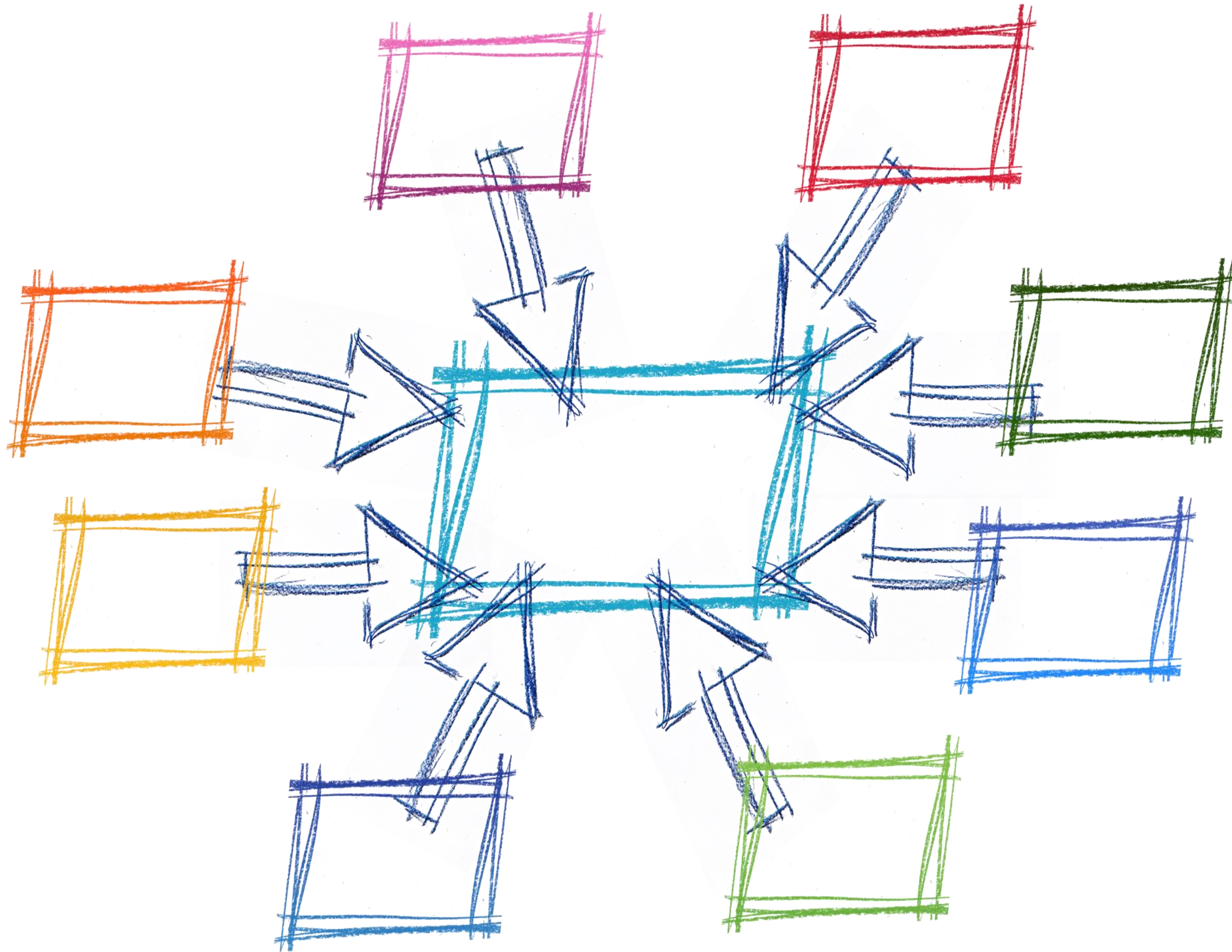
STEP 1 IDENTIFY YOUR PURPOSE



STEP 2 DO YOUR RESEARCH

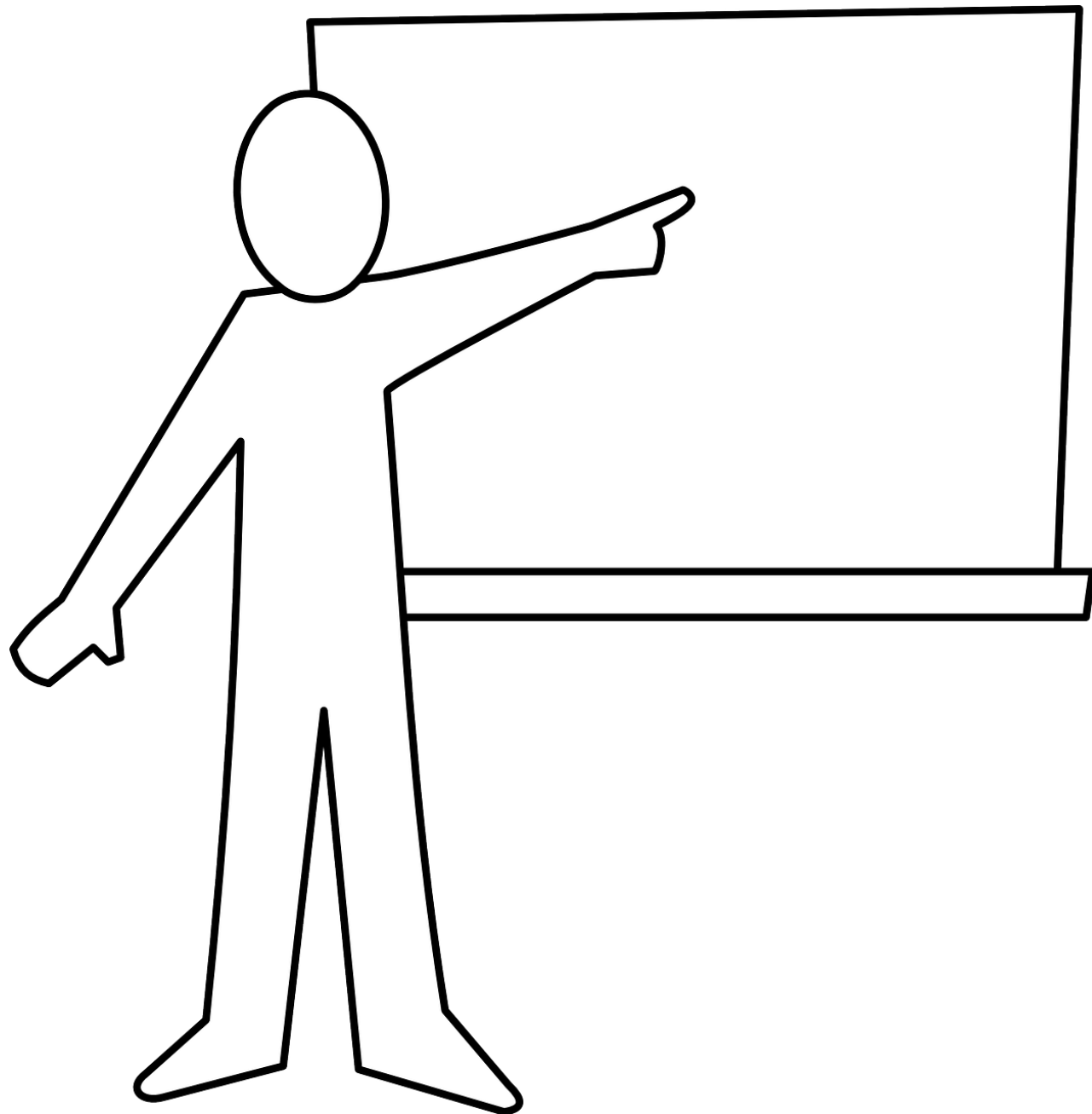


STEP 3 CHOOSE YOUR MAIN FOCUS AND SUPPORTING POINTS



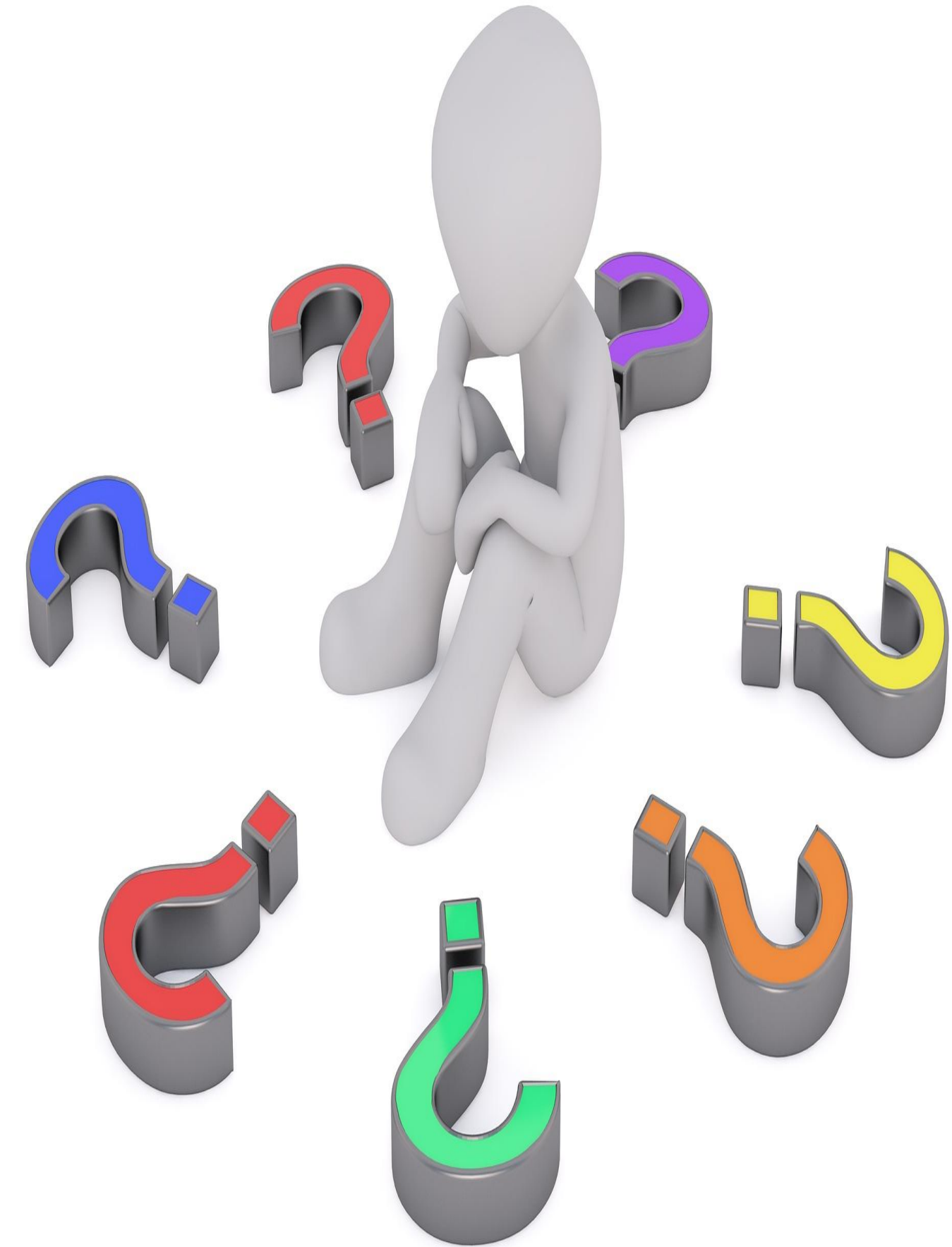
TIPS FOR FOCUSING ON THE MAIN IDEA

- ▶ Focus on one major idea for your talk.
- ▶ Build your points around it.
- ▶ Stimulate your listeners curiosity and interest.
- ▶ Build your idea out of concepts your listeners already understand.
- ▶ Use metaphors and stories that your audience can relate to.
- ▶ Make your idea worth sharing.



ASK YOURSELF A FEW QUESTIONS

- Does my audience already know about this topic? If not, is it important for them to know this?
- How can I approach this topic in a way that will make it interesting? Why will this audience care?
- What stories, examples, or metaphors will help bring this idea to life?
- What will help drive this audience to share this idea or take action on it?



STEP 4 CREATE AN OUTLINE



SHORT PRESENTATION OUTLINE

- Introduction
- First point
- Second point
- Third point
- Conclusion



Introduction

1st point

2nd point

3rd point

Conclusion

LONG PRESENTATION OUTLINE

- Introduction
- First main point
- Support for point
- Break
- Second main point
- Support for point
- Video
- Third main point
- Support for point
- Questions and answers
- Conclusion



Introduction
1st main point
Support for point
Break
2nd main point
Support for point
Video
Support for point
Q&A
Conclusion