



Making presentation

- Tell the audience what are you going to tell them
 - Then tell them
 - At the end tell them what you have told them
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- Greet the audience
- Introduce yourself
- Don't spend too much time on a single slide
- Stick to your plan for the presentation



Delivery

- Speak clearly
- Try to be natural; don't rush or talk deliberately slow
- Deliberately pause at key points
- Try to use the pitch of your voice; don't be monotonous
- Your passion and enthusiasm for your work have to be reflected in your attitude and delivery
- Try to make eye contacts with your audience but don't fix on an individual



Challenges

- Question and answer session

- Try to relax yourself before this session
- Be in a 'discussing' mode rather than 'questioned-victim' mode
- When a question is asked repeat the question for the entire audience
- It is perfectly acceptable to remain silent for a brief time to formulate the answer to a question
- Judge the audience who is asking the question
- Keep your cool. Answer the question in a calm, conversational manner even if you feel the questioner is becoming hostile or confrontational. Emphasize the positive and keep your credibility. address the question not the questioner.



■ Stage fright

- Stage rehearse a couple of times before your presentation
- If your hands are shaking badly during the presentation avoid manipulating any objects with the hands during that time. Not even the pointer
- If you are feeling that you are losing control, drop something such as pointer and bend to pick it. During this time collect your thoughts, try to calm yourself and stand back. As you stand back smile, apologize and make a joke “that was a refreshing break!”