

PRESENTATION SKILLS

Description of course material

The Presentation Skill workshop combines formal instruction with liberal quantities of student participation. Recognising that for some students such participation is an ordeal, we allow them to limit their speaking at first. We generally find that as the group gels, inhibitions fall away, and even the most reticent speakers venture willingly outside their comfort zone. We allow them to do this in their own time, however.

Topics covered are:

- **How to minimize fear**
- **How to *appear* less afraid**
- **Speech preparation**
 - Methods
 - Practicing your speech
 - Adequate preparation an antidote to fear
- **Room preparation**
- **Use of the microphone**
- **Body language and eye contact**
- **Audience reaction**
 - Engaging the audience
 - Dealing with inattentiveness
 - Signs you have engaged the audience
- **Voice**
 - Sound production
 - Volume, pitch, tone, and the need for variety
 - Rate of speech
- **Speech construction**
 - Compelling openings
 - Clarity and progression of your message
 - Robust outline
 - Memorable endings
 - "Book-Ending"
- **How to handle audience questions with poise**
- **Audio-visual issues**
 - Effective Power Point creation
 - Avoiding common mistakes
 - Use of the equipment
- **Where do you go from here?**