

Powerful Presentations

◆ *Road Map To The Total Oral Presentation*

Slide 1

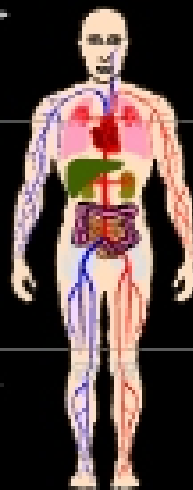
Road Map

- ◆ *Analyze Audience*
- ◆ *Determine Purpose*
- ◆ *Structure Presentation*
- ◆ *Prepare Visuals*
- ◆ *Anticipate Questions*
- ◆ *Do Follow-Up*

Slide 2

Anatomy Of A Presentation

- Opening →
 - *Capture Interest*
 - *Introduce Topic*
- Body →
 - *Main Point*
 - *Support*
- Closing →
 - *Summarize*
 - *Call To Action*



Slide 3

Organization of a 6+1 min Talk

- ◆ *1 Minute - Introduction*
- ◆ *4 Minutes - Body*
- ◆ *Main Points*
 - *Sub Pt. 1*
 - *Sub Pt. 2*
 - *Sub Pt. 3*
- ◆ *1 Minute Closing*
- ◆ *1 Minute Q & A*

Slide 4

Opening Objectives

- ◆ *Arouse Interest*
- ◆ *Orient Audience*
- ◆ *Direct Attention*
- ◆ *Reveal Yourself*

Effective Opening

- ◆ *Statement* *"My Topic Today Is"*

- ◆ *Picture*



- ◆ *Statistics*



- ◆ *Questions*

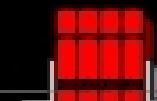
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Hierarchy of Believability

- ◆ *Working Device (IT)*
- ◆ *Video of IT*
- ◆ *Computer Simulation of IT*
- ◆ *Photo of IT*
- ◆ *Drawing of IT*
- ◆ *Sketch of IT*
- ◆ *Verbal Description of IT*

Effective Closing

- ◆ *Summary Statement*



- ◆ *Action Request*



- ◆ *Memory Jogger*



Six Commandments for Preparing Visual Aids

- ◆ **Unity**
- ◆ **Simplicity**
- ◆ **Legibility**
- ◆ **Consistency**
- ◆ **Clarity**
- ◆ **Quality**

Slide 8

Factors Influencing Visual Aids

- ◆ **Time Available**
- ◆ **Subject Matter**
- ◆ **Cost Limitations**
- ◆ **Availability of Equipment**
- ◆ **Type of Audience**
- ◆ **Ability of Presenter**

Slide 9

Choices

- ◆ **Computer Projector – Big audience, but complex, with many ways to fail**
- ◆ **Laptop Screen – Small audience**
- ◆ **Transparencies – Flexible**
- ◆ **Paper copies – Safe backup for small audience**

Slide 10

Effective Visuals

- ◆ **Clarify**
- ◆ **Stimulate Interest**
- ◆ **Emphasize and Reinforce**
- ◆ **Support and Expand**
- ◆ **Use Color**
- ◆ **Use Pictures and Graphs**

Slide 12