

# Effective Presentation

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COACHING

MENTOR

PRACTICE

SUCCESS

IMPROVE

DEVELOP

HELP

PROGRAM

SKILLS

WORKSHOPS

CAREER

# MOTIVATE

METHOD

LEARN

GOALS

SEMINARS

PEOPLE

DIRECTION

WORK

LEADERSHIP

MENTORING

INSPIRE

TRAINING

[dreamstime.com](http://dreamstime.com)

**Interesting!  
Strongly  
Recommended!  
Superb!**



**Persuade Me!**



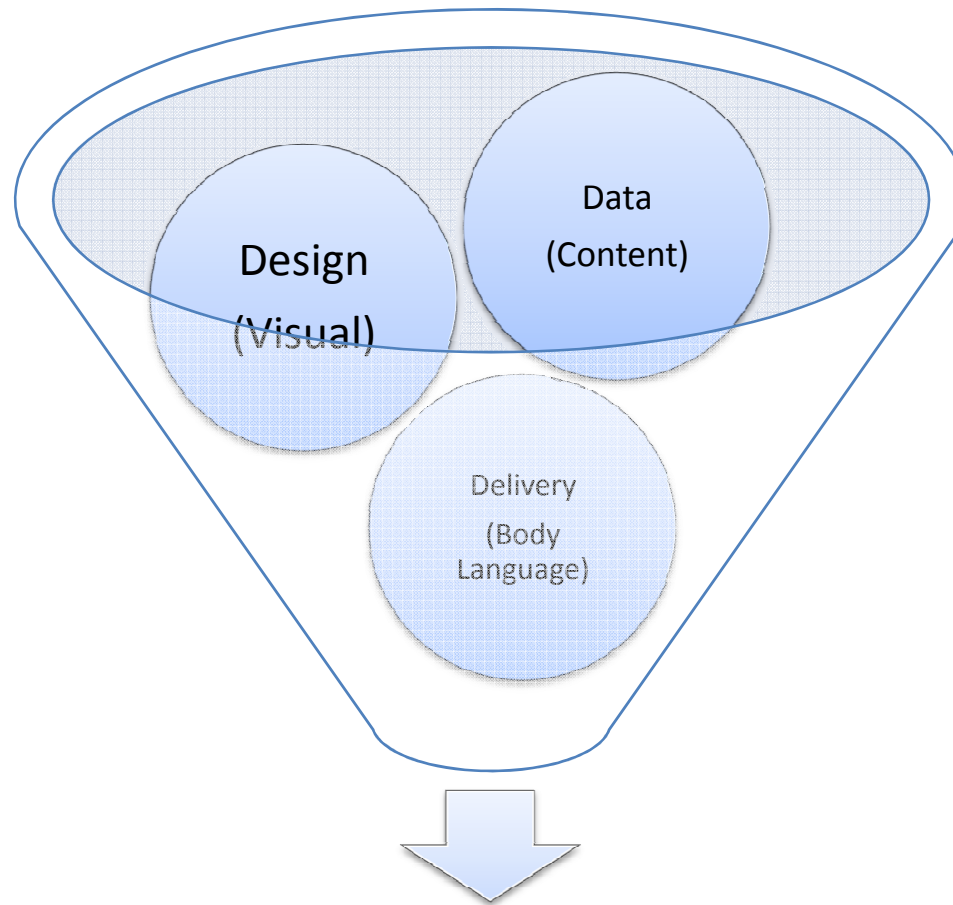
Educate!

# infoRM



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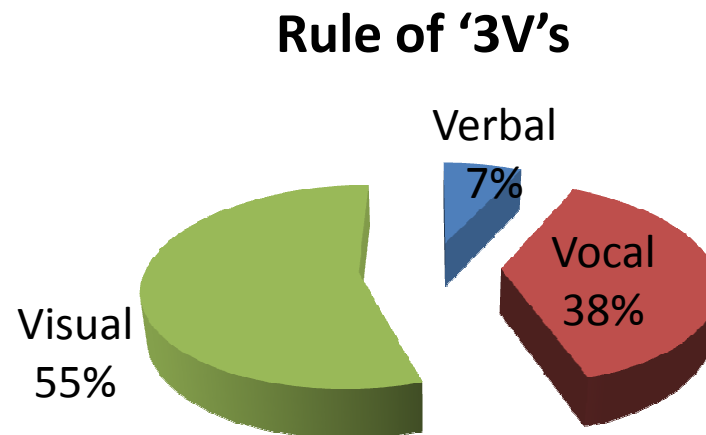
[www.apdoshi.com](http://www.apdoshi.com)



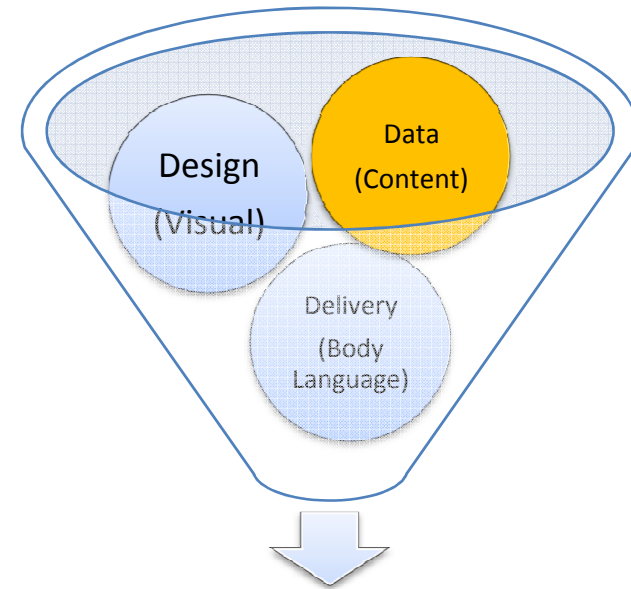
Effective Presentation

# Rule of '3V's

- Elements in face – to – face communication
  - Words (Verbal) : 7 %
  - Tone of Voice (Vocal) : 38 %
  - Body Language (Visual) : 55%



- Audience Analysis
- Presentation Outline
- Presentation Flow



What makes a Presentation Effective ?

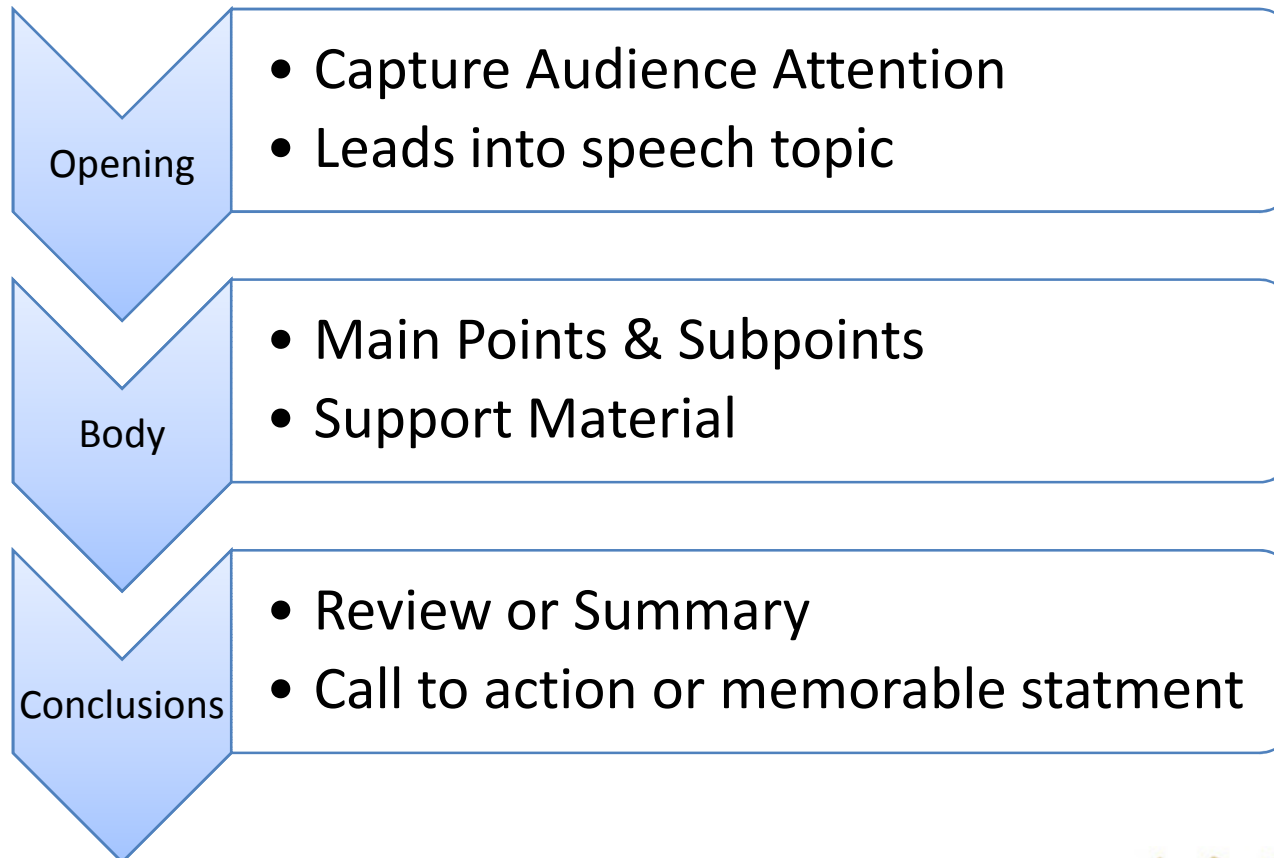


# Audience Analysis

- Analysis – Who are they? How many will be there?
- Understanding – What is their knowledge of the subject?
- Demographics – What is their age, sex, educational background?
- Interest – Why are they there? Who asked them to be there?
- Environment – Where will I stand? Can they all see and hear me ?
- Needs – What are their needs? What are you needs as the speaker?
- Customized – What specific needs do you need to address?
- Expectations – What do they do to learn or hear from you?

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# Presentation Outline

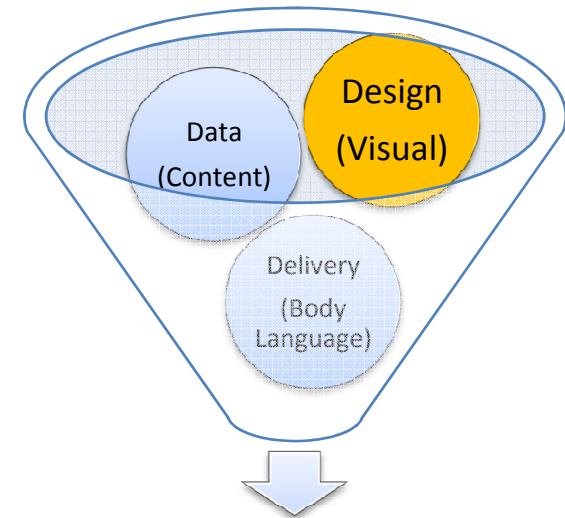


# Presentation Opening

- Outline of the Presentation
- Startling question or a series of Questions
- Quotation, illustration or a story
- Amazing Statistics
- Display of some object or picture
- Drama

# Design (Visual)

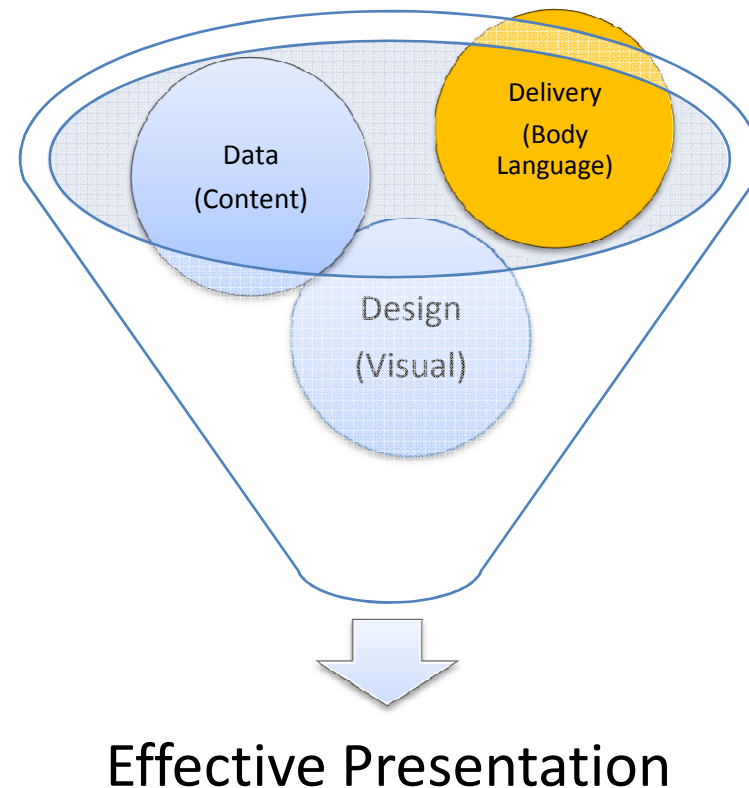
- Fewer (or perhaps no) Animation
  - Use of Show/Hide Animation is OK!
- Proper use of warm and cool colors
- Consistent
  - Fonts (size/type)
  - Color
  - Slide Layout
- Sufficient contrast to enhance readability
  - Black/Blue text on white background
  - Yellow/White text on black/blue background



What makes a Presentation Effective ?

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- Body Language
- Voice Modulation
- PowerPoint Slide Show Tips







# Body Language

- Appropriate Eye Contact
- Positive Posture
- Informative Gestures
- Facial Expressions
- Movement



# How to Speak : Techniques



- Modulation
- Pace – Rhythm
- Pitch – Lows and highs
- Volume

# PPT Carrying Means

- One can Carry PPT as –
  - PPS (PowerPoint Show is a format where PPT can be shared to view but one cannot edit PPS.)
  - PDF
  - Slideshare (It is a platform where every users can share their PPT and others can download, clip, like or share with other colleagues.)
  - Handout Print (Can be Printed as handout and shared to audience for their convenience.)

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# Prezi - A Perfect alternative of PPT

- Websites like Prezi.com allows us to create a very attractive presentation
- It has a variety of Templates which can be used for presentation related topics
- Also one can create his own template and make a presentation online.
- It Allows inserting files to a prezi ppt.