Effective Presentation
01 Introductions

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10----TO
MIDNIGHT

Improve your **international standard** presentation skills

Organise and **rationalise** your general presentation skills

Enhance your content **interoperability**

A course on how to design **this course**

Not an English lesson *per se*, but I hope you learn some

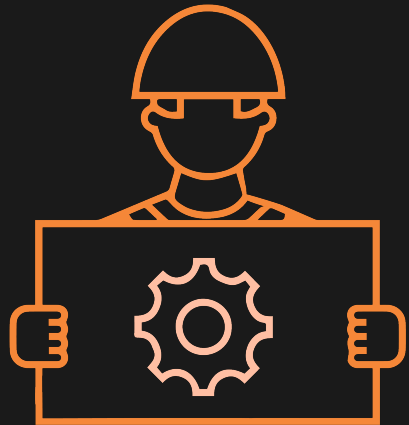**Not** a PowerPoint tutorial. Powerpoint is only a presentation aid.

Interactive, so ask **questions**

Course Work Products and Commitments

- **7.5min PowerPoint Presentation**
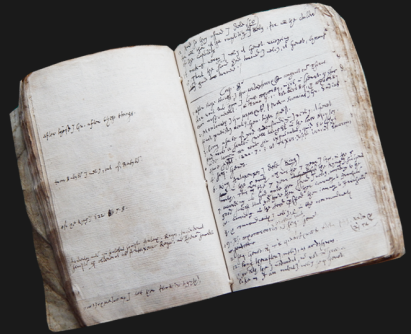- Script (2 x A4 Pages)
- A4 one-page summary of your work
- 10 sessions(20h)

Upload your current project
We will work on this during the course

Course Work Products and Commitments

- 7.5min PowerPoint Presentation
- **Script (2 x A4 Pages)**
- A4 one-page summary of your work
- 10 sessions(20h)

Ready-to-go script
Based on your current project

Course Work Products and Commitments

- 7.5min PowerPoint Presentation
- Script (2 x A4 Pages)
- **A4 one-page summary of your work**
- 10 sessions(20h)

Social Media
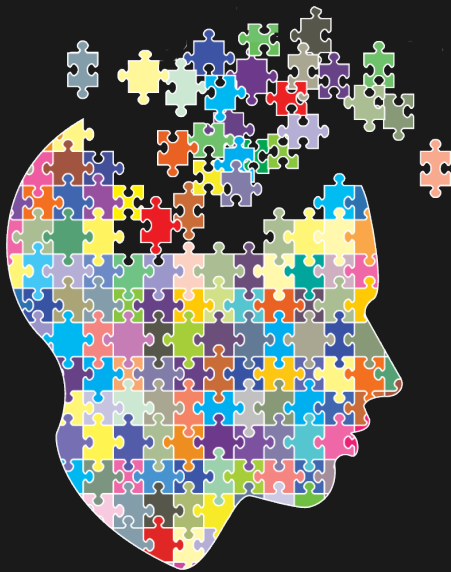Sales & Marketing
Corporate material

Course Learning Outcomes

- Present your work confidently
- Increase the clarity of your work
- Organize your presentations logically
- Increase presentation interoperability
- Efficiently create presentation scripts
- Convert presentations into publishable materials

Overview

- **Plan**
- Design
- Slide production
- Script
- Speaking
- Q&A
- Publish
- Presentations
- Karaoke

To Do:

- Upload your presentation
- Review material

Learning Outcomes:

- Master preparation & planning principles
- Understand your audience
- Learn Modular presentation
- Prepare mind maps
- Outline essential information
- Understand Collaboration planning

Overview

To Do:

- Review material
- Draw a mind map
- Make an Outline

Learning Outcomes:

- Learn design principles
- Write titles
- Write explicitly and concisely
- Avoid sensory overload
- Use Standard elements
- Make your presentation inclusive
- Introduce some Useful tools

Overview

- Plan

- Design

- **Slide production**

- Script

- Speaking

- Q&A

- Publish

- Presentations

- Karaoke

To Do:

- Review material
- Edit your presentation

Learning Outcomes:

- Outline to presentation
- Headline English
- Tabular information
- Figures and captions
- Citations and traceability
- Conclusions
- Acknowledgements

- Plan

- Design

- Slide production

- **Script**

- Speaking

- Q&A

- Publish

- Presentations

- Karaoke

To Do:

- Review material
- Prepare & edit your script

Learning Outcomes:

- How to link slide graphics, slide text, your memory and a script
- Concision and Plain language writing
- Using Acronyms, Abbreviations and Synonyms in speech
- The dos and don'ts of scripts

- Plan
- Design
- Slide production
- Script
- **Speaking**
- Q&A
- Publish
- Presentations
- Karaoke

To Do:

- Review material
- Record & Upload your presentation

Learning Outcomes:

- Understand how to Pace a presentation
- Improve elocution and intonation
- Learn how international presentations differ
- Gain confidence if audience interaction
- What to do when things go wrong?

Overview

- Plan
- Design
- Slide production
- Script
- Speaking
- **Q&A**
- Publish
- Presentations
- Karaoke

To Do:

- Review material
- Think of likely questions
- Prepare & Edit extra slides

Learning Outcomes:

- Understanding questions
- Formulate answers
- Unknowns
- Asking Questions

Overview

To Do:
- Review material
- Script and presentation to document

Learning Outcomes:
- Organizing information into a larger project
- Presentation to documents
- Documents rules
- Company documents and sales literature
- Tutoring others

Overview

To Do:

- Revise material & your course notes
- Give your presentation
- Improve your presentation
- Tutor assigned presenter

Learning Outcomes:

- Present your work
- Cope with Q&A
- Gain confidence in public speaking

Overview

- Plan
- Design
- Slide production
- Script
- Speaking
- Q&A
- Publish
- Presentations
- **Karaoke**

To Do:

- Give assigned presentation

Learning Outcomes:

- Improve presentation technique using unfamiliar work
- Appreciate the importance of Modular shared presentation design
- Communicate with others
- Cope with Q&A
- Gain confidence in public speaking
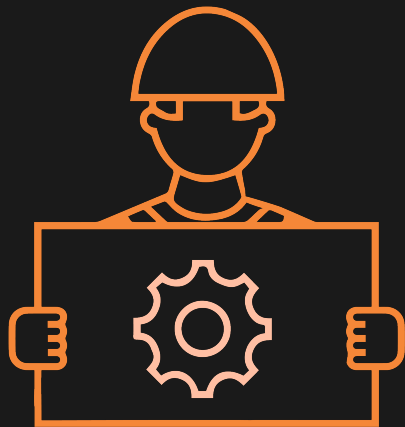
Introduce yourself with Google Maps

I will start

You are the biggest expert about yourself

- Take **notes** on the presentations
- Decide and make a story
  - Birth Place?
  - Education?
  - Where you have lived, worked and holidayed?
  - Some life highlights?
  - Your current project?
  - Use your imagination

Make a spontaneous presentation

Ask questions about other people's interests

Questions

Use your notes to ask questions

Ask expansive answer questions

Ask questions do not make statements

For example:

- "Did you enjoy your university course?"

- "I have always wanted to visit Edinburgh, what would you recommend to eat?"

- "I have never been to LA, how did feel about American culture?"

Who am I?

13 of 16

What techniques did I use for this
presentation that made it
–Understandable?
–Enjoyable?
–Clear?
Improvement suggestions?

Contact me anytime
mabawsa@gmail.com
Constructive document comments
I love discussion
Let me know what's on your mind

Next Lesson: Planning
To Do:
–Upload your presentation

–Review today's material

Learning Outcomes:
–Master preparation & planning principles

–Understand your audience

–Learn Modular presentation

–Prepare mind maps

–Outline essential information

–Understand Collaboration planning

Check in with me, pencils and paper