







# “ Introduction

Presenting information clearly and effectively is a key skill in getting your message across. Today, presentation skills are required in almost every field, and most of us are required to give presentations on occasions. While some people take this in their stride, others find it much more challenging.

It is, however, possible to improve your presentation skills with a bit of work. This section of SkillsYouNeed is designed to help.





# “ Introduction

Your presentation represents an investment. You've invested time in creating it, and you'll invest even more time in giving it. That's why you want to get it right.

A good presentation can enable you to communicate ideas, interests in your audience, helps your career & boosts your confidence!







# “ Introduction

Many people feel terrified when asked to talk in public, especially to bigger groups. However, these fears can be reduced by good preparation, which will also lay the groundwork for making an effective presentation.

In this presentation, you'll learn tips and techniques that'll help you give a presentation that people remember and that changes minds.



An aerial photograph of a sailboat on a dark teal, textured body of water. The boat is small and positioned on the left side of the frame, oriented vertically.

# Presentation Skills



# Speaker Practice Checklist



# HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

## Speaker Practice Checklist

I'm familiar with the material.







# HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

## Speaker Practice Checklist

I'm not reading word for word.







# HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

## Speaker Practice Checklist

I avoid unnecessary phrases (um, like, you know, etc.).





# HOW TO GIVE (DELIVER) GREAT PRESENTATIONS WITH MAXIMUM AUDIENCE IMPACT?

## Speaker Practice Checklist

I've timed the speech, and it's neither too long nor too short.







# Body Language Dos and Don'ts

Movement, Clothing and body decoration Dos

- Dress comfortably but show respect







# Body Language Dos and Don'ts

## Movement, Clothing and body decoration Dos

- Dress for the audience





# Body Language Dos and Don'ts

Movement, Clothing and body decoration Dos

- Move about the space appropriately





# Body Language Dos and Don'ts

Movement, Clothing and body decoration Dos

- Stand in different places throughout your talk







# Body Language Dos and Don'ts

Movement, Clothing and body decoration Dos

- Be visible at all times





# Body Language Dos and Don'ts

Movement, Clothing and body decoration Dos

- Move at a reasonable pace

- Example:

<https://youtu.be/bbz2boNSeL0>





# Voice Dos and Don'ts





# Voice Dos and Don'ts

## Dos

- Vary your pace
- Voice pace is **the speed at which someone speaks**. Some people are naturally fast or slow speakers but speed of talking may also demonstrate an emotional state. An excited or elated mood is reflected in a quicker rate of delivery



# Voice Dos and Don'ts

## Dos

- Use your rhythm to make your points
- Rhythm refers to **a pattern of sounds**.  
Maintaining a rhythm in a speech makes the speech sound natural and fluent. Rhythm is produced by stressed and unstressed words in a sentence. Using only the stressed words in a sentence may make a speech sound dull and artificial.





# Voice Dos and Don'ts

## Dos

- Speak slowly to emphasize







## Voice Dos and Don'ts

### Don'ts

- Speak too loud (Unless you're like Tony Robbins and your audience like this style)



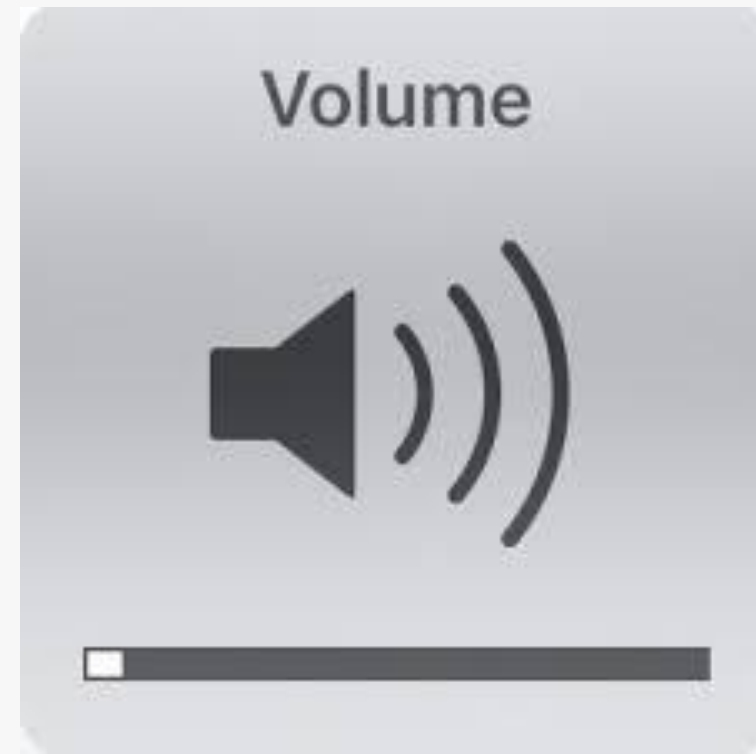


## Voice Dos and Don'ts

### Don'ts

- Speak with a fading voice

(Use a microphone &/or do resonance exercises)



# Voice Dos and Don'ts

## Don'ts

- Don't rush







# Contact us

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Thank you