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12 Tips for a More Dynamic Presentation

2

**What you convey matters
more than what you say.**

- **By Virginia Avery**

The Laws of Presentation Skills

4

- Many of us are now required to make presentations as a part of our job.
- Indeed for some people it will limit their career prospects if they are seen to be reluctant to make them.
- For the lucky few it doesn't seem to be a problem.
- It is sensible to use an approach that seeks to make it easy and enjoyable rather than one that makes it even more difficult.

The Laws of Presentation Skills

5

- The difficult presentation skill path is the one where you learn to get it right first time.
- If you are for a good presentation, do not ever think like that. Nobody can do that. You have to first learn what to do and what not do.
- Do not ever try to copy others. The easier path is to be yourself and follow a right style of your own

The Laws of Presentation Skills

6

- You can learn the rules for what you are not allowed to do and apply them.
- For instance, as a presenter you shouldn't cross your arms, put your hands in your pockets, touch your ear or nose (apparently this means you're lying), sway from side to side...
- The list is a long one and fortunately you don't need it. You can take the easy route.

The Laws of Presentation Skills

7

- Like the above there are some written and unwritten laws or activities.
- You can learn the rules for what you are not allowed to do and apply them..
- You can also take the easy route.
- To recap here, Our presentation techniques will make it easier and more enjoyable for you to do.
- Find the next available Public Presentation Skills Course or ask for an in-house training by nmcQC
- The following presentation skills laws should help.

Most Important aspects of Presentation

8

- **1. Know Your Audience**
- **2. Know Your Objective**
- **3. Present Big Ideas.**
- **4. Only Three Main Points.**
- **5. Tell Stories Your Audience Can Relate**
- **6. Speak With Energy, and Enthusiasm.**
- **7. Dress Professionally**
- **8. Overcome Nervousness**
- **9. Begin With a Smile**

Most Important aspects of Presentation

9

- 10. Open Strong!
- 11. Close Strong !
- 12. Preparation plus Practice = Confidence
- 13. Test Your Listening Skills
 - Some More to add.....

PRESENTATION TIPS

10

- The most readable type for presentation graphics is:
- 24 point or larger
- Mixed upper- and lower-case
- Use the 6 x 6 rule when preparing transparencies and presentation graphics: keep text to no more than six words per line and no more than six lines per screen.
- The average time a slide should remain on screen is 40 to 90 seconds.
- The average attention span of an audience is 18 minutes.
- Appoint a timekeeper for your next meeting to keep your agenda on schedule More to add

Top ten rules for giving a great speech

- 1. Be yourself
- 2. Do your homework
- 3. Hook them early
- 4. Have a point
- 5. Keep it simple
- 6. Be brief
- 7. PowerPoint makes it powerful
- 8. Rehearse it time to time
- 9. Make eye contact
- 10. Again, be yourself

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