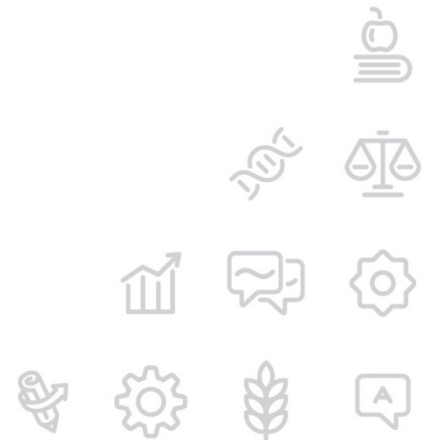




PRESENTATION SKILL

Ratih Herningtyas & Ade Wirasenjaya





What is Presentation Skill??

- It is the process of presenting the content of a topic to an audience consisting of one or more persons.
- It utilizes some visual aid.
- It is generally a PowerPoint file containing all the slides for a given speech.



Aims of Presentation

- To transfer information
 - To Communicate view
 - To influence another mind
- Emphasis is not on transmission but on reception and understanding by audience so that **YOUR MESSAGE IS UNDERSTOOD , REMEMBERED AND ACTED UPON !**

Warm Up : Tongue Twisters!!

- She sells sea shells by the sea shore. The shells that she sells are sea shells I'm sure
- Red Lorry, Yellow Lorry
- Peter Piper picked a peck of picked peppers
- Rubber buggy baby bumpers



Video : What to do with your hands when you're presenting?



Let's Get Practices



Basic steps in making effective Presentations

- Strategy – formulate a strategy for the specific audience.
- Structure – develop a flexible and flowing structure
- Presentation style – how you present is as important as what you present
- Handling questions – confident and informed responses to questions and challenges

Structure

Have a logical order: introduction, middle with your main points & a conclusion

Practice

Practice beforehand in front of a mirror, with a recorder or in front of a friend

Body Language

Smile, make eye contact, stand up straight & move around a bit.
Don't hide behind the podium!

Notes & Handouts

Have brief notes on postcard sized cards. Have a handout that the audience can take away afterwards

PRESENTATION SKILLS

Bruce Woodcock, bw@kent.ac.uk
University of Kent Careers

Speech

Speak clearly, confidently, concisely & not too fast. Use everyday language rather than jargon

PowerPoint

Keep slides clean & simple. Don't have lots of text on each slide. Use charts, diagrams & pictures

Interaction

Build a rapport with your audience. Get them involved by asking & encouraging questions. Use humour if appropriate

Nervousness

It's normal to be a bit nervous: this helps make you more energised. Preparation & practice will reduce nerves!

Bad Habit During Presentation

- Stage Fright
- Showing Nervousness
- No body movement
- No Eye contact
- Showing negative attitude
- Fillers
- Reading From slide



Video : Bad Habits on Presentation



Power Point

Good Points

- Portable
- Professional
- Can add graphics
- Clear
- Can use for handouts

Bad points

- Depends on technology
- Lack of audience contact
- Can't add to it
- Overcrowded



Video : Good vs Bad Presentation





UMY

UNIVERSITAS
MUHAMMADIYAH
YOGYAKARTA

Unggul & Islami