CT 3112 -PROFESSIONAL SKILLS -COMMUNICATION SKILLS

Effective Presentation skills –Structure of a Presentation
The Conclusion and Introduction

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A presentation is composed of three parts

Each part has subtopics

Structure:
- Facilitates the presentation
- Facilitates your audience to better understand the

content

Conclusions

Introduction

The final part of your presentation can have:

- Summary

- Concluding points

- Recommendations

- Future research or points to consider in the future

- Thank you

- Questions/Answers

Summary

Conclusion

conclusion: the opinion you have after considering all the information about something

A review of your title or subject area

"In this presentation I wanted to explore the relationship

between X and Y.";

Summary:

"To this end, we have discussed the following

points...";

Conclusion

"By looking at X we have found that Y ...";

Recommendations

- Succinct
- Start with an action verb

"Use creativity! Creativity will make your presentation unique!"

Future research

- Building on findings you presented

- Aspects not addressed

- Show limitations of your research.

- Address new questions you may have

Points to remember:

- Avoid introducing new information

- Must have a clear end to the talk

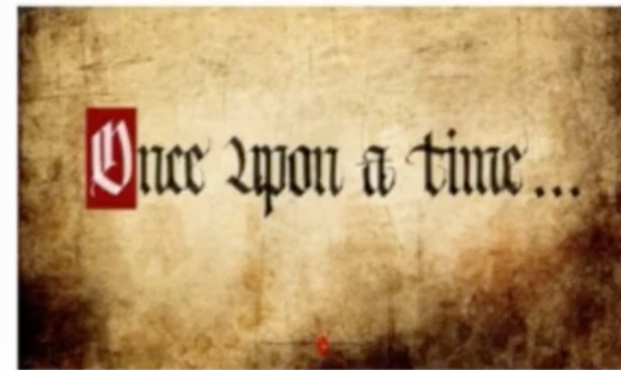- End positively (Thank you and acknowledge someone's help)

Beginning
opening

Beginning –Introduction

Should be carefully designed

- Introduce yourself

- Title, Purpose and Objective

- Preview the main points

Beginning – Get attention

- Shock

- Humour

- Picture

- Question

- Story/example

- Facts and Figures

Example engaging introduction

Her TEDtalk "How to Spot a Liar"
is one of the 15 most popular TEDtalks of all time with
over 30 million views.

- Shock

- Present the Purpose

- Humour

- Analogy

Beginning - Motivate

- Why should I pay attention?

- Now that I am listening, why should I care about this subject/topic?

- I agree with the significance of the subject – but how are you justifying your ideas?

- Now that I am convinced – what do you want from?