



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

CT 3112 - PROFESSIONAL SKILLS – TOPIC 1: COMMUNICATION SKILLS

Effective Presentation skills – The Role and Qualities of a good Presenter

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The Role of the Presenter...

Preparation, planning, structure, design, delivery, great images, skilful use of media and a strong script

- Important - But not everything

When it comes to an effective presentation, one of the most important elements are **YOU**



The Role of the Presenter...

A presenter's qualities and personal style/approach are as important as the actual content of the presentation itself



Qualities of a good Presenter

Enthusiasm

- Convey controlled enthusiasm for your subject

Humour

- Provide variety and relief - novelty and uniqueness increases impact
- Use appropriately and in good taste



Qualities of a good Presenter

Confidence

- Stems from Subject Knowledge/Job
- Knowledge/Experience and Preparation Radiate confidence without preaching

Manner

- Fair/Firm/Friendly

Simplicity

- Simple language/accurate diction and correct
- pronunciation
- Short and sweet



Qualities of a good Presenter

Additional actions

- **Focus on the Individual:** Develop the skill of speaking not to “an audience” but to its individual members
- **Build Suspense:** Not every topic is going to lend itself to this technique, you should try to keep the audience anticipating what’s next, and save the best for last, when appropriate
- **Be Bold:** add stories, anecdotes, testimonials, analogies and demonstrations



Personal Factors

- When you give a presentation, it is important to remember the whole package
- This includes how you present yourself as well as how you present the material



Personal factors

Eye contact

- Is your primary tool for establishing audience involvement

Voice and Tone

- Be loud enough to be easily heard
- Speak slowly and make use of pauses to stress important ideas
- Use a confident tone
- Avoid a dull or monotonous tone



Personal factors

Body Language/Expressions/Gestures

- Use them naturally – do what is natural to you

Avoid distractions/mannerisms

- Jingling change in your pocket
- Shifting from one foot to the other

Keep control

- Be calm and collected at all times

Appearance

- Clothes



Remember

- You already have your own inherent qualities and personal style
- USE THEM
- Don't try and copy others
- Be yourself

