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CT3112

Assignment 01: Presentation Skills

- The role of the presenter.

- Preparation & Planning: Why, Who, Where, When, What, & How.

- Structuring the content for maximum impact:

    - Introduction to the topic.
    - The middle part.
        * Aligned with the introduction.
        * Main topics.
        * Each main topic has sub-topics.
        * Logical sequence.
            · What are the main points I need to address?
            · What does the audience need to know first/second etc?
            · What do they need to know by the end?
            · Are my main points structured in a logical/coherent way?
            · What evidence will I use to support these points?
    - The conclusion.

    The presentation should be written in the following order:

    1. Purpose & Objective.
    2. Middle: main content.
    3. End: Summary, conclusions, & recommendations.
    4. Beginning: Introduction/Opening.

    The content should be logical & understandable. Use storyboards/maps. Go from simple to complex, presented incrementally, concisely, & in order. Use chronological ordering. Have clear sections & headings to provide structure. Lead from one point to another.

- Effective delivery techniques.

    - Clarity.
    - Brevity.
    - Concision.

- Stages of the communication process

    - Encoding.
    - Transmission.
    - Decoding.
    - Feedback.

- Barriers to effective communication:

    - Language barriers.
    - Cultural barriers.
    - Technology barriers.