



FORMAN CHRISTIAN COLLEGE
(A CHARTERED UNIVERSITY)

Estd 1864

Lahore- Pakistan



Campus Counseling Center

Presentation Skills

“All the great speaker were bad speakers at first”

— **Ralph Waldo Emerson**

In today’s competitive world presentation skills are tremendously needed for one to succeed professionally. Good presentation skill can help one express his or her idea in a better and effective way. The good news is that it is a learned skill and can be polished by doing some effort. You are the center of attention for the audience and whatever gesture, movement, or even a facial expression you come up with mirrors your personality. So one needs to be mindful about their body language and verbal communication in order to give a compelling presentation.

Here are a few tips for polishing presentations skills and it would be great if you start working on them.

“Some valuable tips for you”

Tip No. 1 10-20-30 rule

- 10-20- 30 rule is rule for a slideshow. The rule says that your slide show should not have more than 10 slides, last no longer than 20 minutes and have no text less than 30 point font.

Tip No. 2 Be Entertaining

- The material you are going to present should be informative but needs to be delivered in an entertaining and lively manner by incorporating a lot of examples to make it less bookish.

Tip No. 3 Slow Down

- Presenters who are already nervous, try to talk too fast which makes their presentation worse. So one needs to consciously slow down their speech and add appropriate pauses for prominence.

Tip No. 4 15 word Summary

- It is always good to prepare an essence of your idea in fifteen words? One can try to write the idea in a 15 word summary as it would be a good tool to convey the main premise to the audience effectively.

Tip No. 5

20-20 Rule

- This rule basically emphasizes the presenter to be concise. This rule is also for the slide show and stresses that one should have twenty slides each lasting exactly twenty seconds.

Tip No. 6

Don't Read

- Try not to jam a lot of text on the slides and just have the main points of your presentation on it, but always try to elaborate in your own words instead of reading from the slides.

Tip No. 6

Speeches are About Stories

- Short stories always bring charm to one's presentation. If you think that the material is quite hard and can drain your audiences, enlighten your points through short stories and examples.

Tip No. 7

Project Your Voice

- What is the purpose of talking if you are not audible? Audiences would knock you out soon if they cannot hear you, so you need to be heard as we cannot rely on technology.

Tip No. 8

That's a Good Question

- Always make sure that you appreciate the people who ask questions. Statements like "That's a really good question," can also help you buy a few moments to prepare your response.

Tip No. 10

Removing "UM" from your vocabulary

- Many people unintentionally use presentation killers like 'um,' 'ah,' or take pauses to control their anxiety? You can replace these killers with a pause taking a short breath in and re-gather your thoughts.

Tip No. 11

Practice

- Practice your speaking skills regularly in front of a mirror or someone with whom you are comfortable. This practice will help you polish your skills and make you more confident in front of an audience.

"With a little effort and care we can make some moments memorable for us." We hope these tips would be beneficial for you."

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