



# Presentation Skills



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*“Great speakers aren’t  
born, they are trained.”*

**Presenting is a Skill...**

**Developed through training  
and experience**

# Outlines

- Presentation challenges
- How properly structure presentation (planning, preparation and present)
- Learn what do during presentation (using verbal and nonverbal communication)

# Presentation

is a means of **communication** that can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.

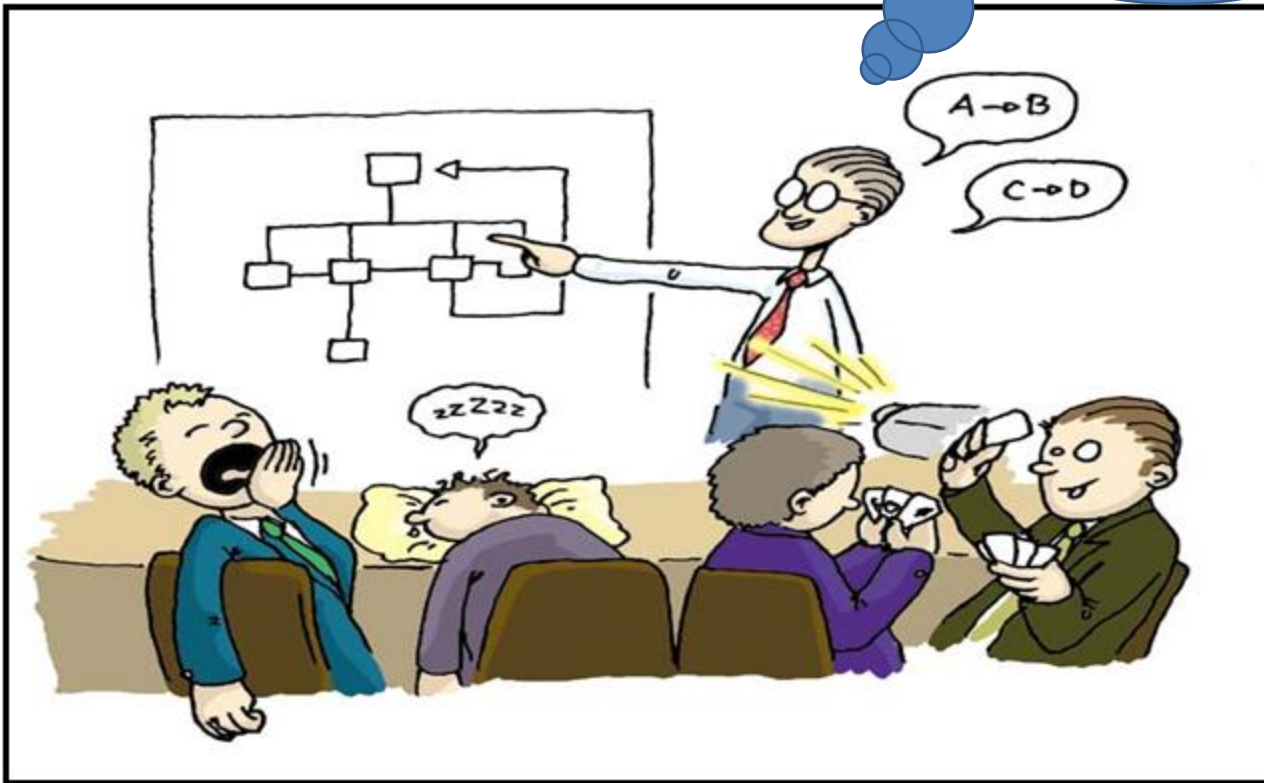


# To be good presenter

- Be **well dressed up**
- Have **great command of language**
- self-confidence**
- well prepare (using all tools needed)
- Have **great knowledge and experience**
- good listener
- be **comfortable**
- be **enthusiastic**
- have great communication skills
- well **trained to use body language and face gestures**
- have **no fear to face public**
- smoothing capable of using computer



What is the biggest challenge ???





# Fear and speech anxiety

challenge

Fear is **physiological response**

- Everyone has a certain amount of stage fright
- Think positively (not negatively) about the event

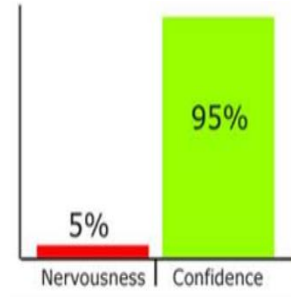
**“Feared more than death!**

THE FACTS: Shaky hands, blushing cheeks, difficult in breath, sweat, and knocking knees

**NORMAL!**



# Overcoming the Fear of Public Speaking 9 P's



**“Prior Proper Preparation Prevents Poor Performance of the Person Putting on the Presentation”.**

Take deep breath ( in, hold, out 1-2-3-4 sec)

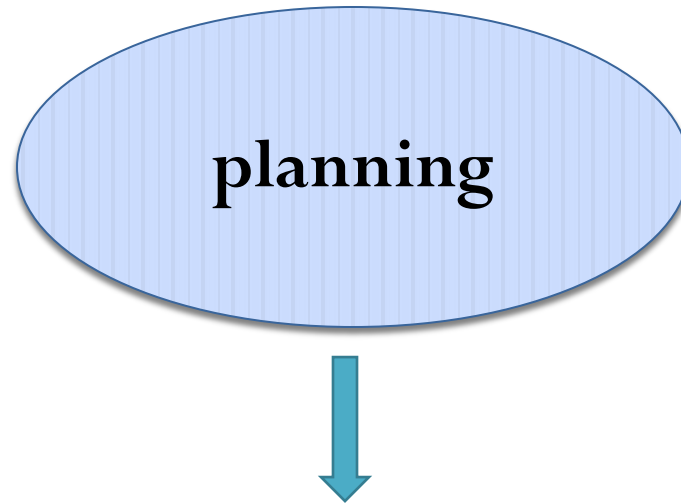
Try relax

Drink water (if required)

Say I can do it



To make effective presentation-----



- What is purpose of presentation?
- Who will be audience?
- What are you trying to achieve through this presentation, (main message) ?

## To make effective presentation----- (cont.)

**preparation**



- Organize your presentation logically (well structure)
- Rehearse ... rehearse....& rehearse
- “ if you fail to prepare, you are prepared to fail”
- Keep notes to minimum,( can handouts, or use cue card ---)
- KISS rule (keep simple and short)
- Short words and phrases

## Structuring presentation

- Beginning – introduction- **"Tell them what your going to tell them"** ,Getting attention (icebreaker), Statement of theme, Building rapport, Audience needs
- Middle- Body- **"Tell them"**, Points to be made, Support material, examples, visual aids, Possible audience queries
- End- Conclusion- **"Tell them what you've told them"** Reiterate the them. Summary of points

# Make a plan

*Example:*

*15 minute presentation:*

Introduction --- 1.5 minutes

Main body --- 8 minutes

Conclusion --- 1.5 minutes

Questions --- 3-5 minutes



## Time it

## Time yourself to have maximum Impact

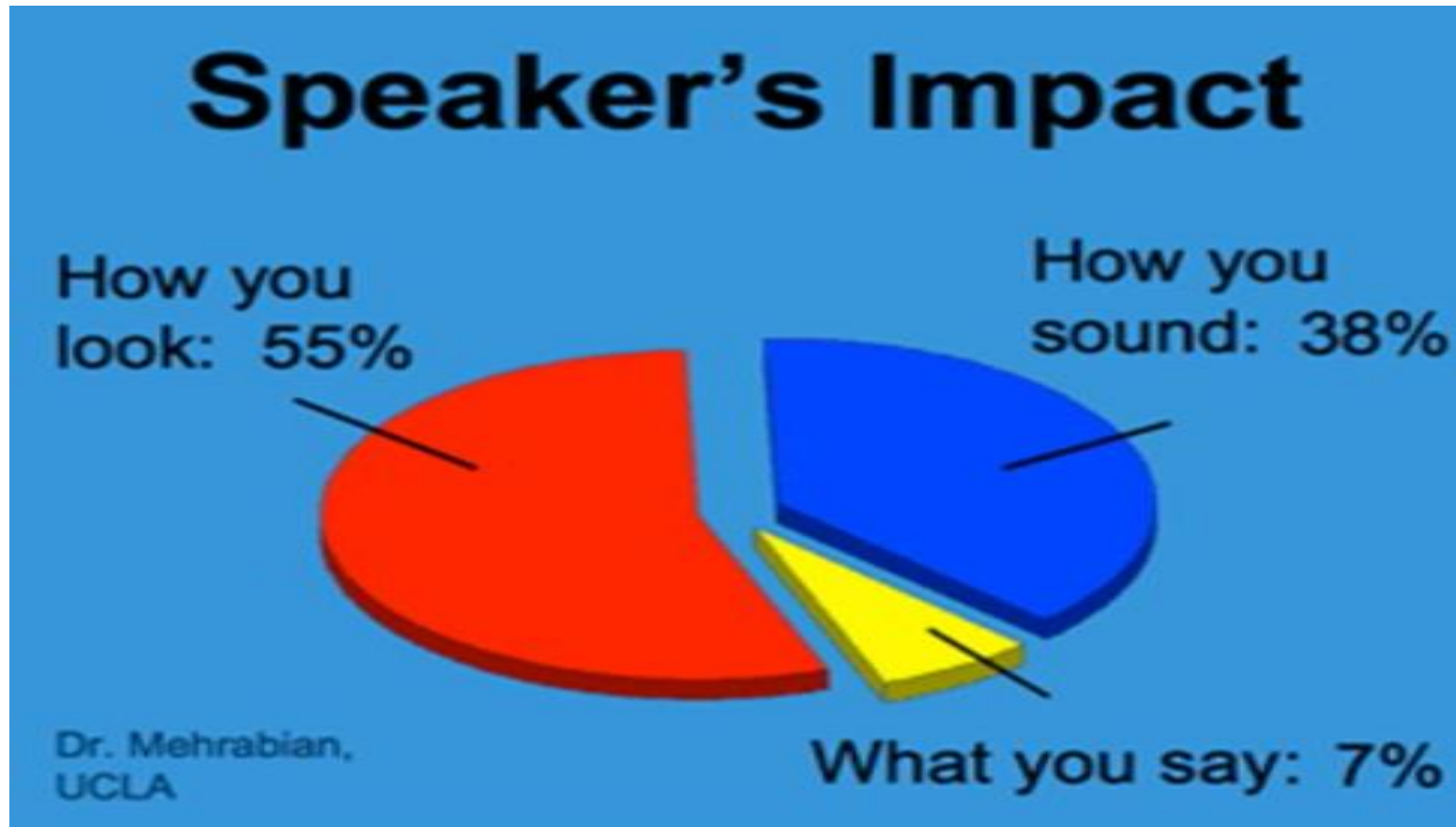
To make effective presentation----(cont.)

```
graph TD; A([delivery]) --> B[Voice  
Eye contact  
Facial Expression and body  
language];
```

delivery

Voice  
Eye contact  
Facial Expression and body  
language

# Elements that have influenced the audiences



- Text content
- Clarity of sound
- Body language and facial expression

# The voice

- **Voice:** speak clearly, loudly and not in monotone
- Vary **pace**
- Vary tone and **pitch**
- **Avoid waffling**
- Deliberately pause at key points

Personality Voices



**Project your voice**

# Positive body language

- ✓ Maintain **eye contact with audience.**
- ✓ Always smile
- ✓ **Stand up** straight, appear confident, keep hands out of pockets
- ✓ don't stand between audience and slides
- ✓ **Use your hands**, but don't go crazy
- ✓ Use pointer to indicate a part but not wave in air
- ✓ do not looking at notes \ screen all the time
- ✓ Do not lean on podium for long periods
- ✓ Circulate in the room as you speak



# Questions



- ✓ Reflect interest
- ✓ **allow time** at the end, pause about 6 seconds to allow the audience to gather thoughts
- ✓ **clarify** if you do not understand
- ✓ if you do not know, tell them you will get back to them



Questions  
are  
guaranteed in  
life;  
Answers  
aren't.

**Remember**

**“Training and Practice are  
the best way  
to be successful”**

**THANK YOU**

Any  
Question ?