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#effectiveoralpresentationskills

EFFECTIVE ORAL PRESENTATION SKILLS



'PRESENT IT YOUR STYLE'

NORFAIZAH BIDIN

JASMINE JAMALUDIN

NORLIYANA BAU BINTI MUHAMAD AFFENDI BAU



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HakciptaTerpelihara

Tidak dibenarkan mengeluarkan, ulang mana-mana bahagian, artikel, ilustrasi, isi kandungan buku ini dalam apa jua bentuk tanpa meminta kebenaran daripada Politeknik Nilai

Perpustakaan Negara Malaysia Data Pengkatalogan-dalam-Penerbitan

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Norfaizah Bidin

Jasmine Jamaludin

Norliyana Bau Muhamad Affendi Bau

ABSTRACT

This e-book is written to help our Polytechnic students who need guidance and tips in nailing their oral presentation skills.

This e-book consists of 8 sub topics which cater to the students' needs especially in preparing them to deliver an effective and engaging oral presentation. This e-book, thus, is designed precisely to help our students developing necessary skills and strategies when presenting.

All the sub topics in this e-book have been carefully selected so that our students will find it easy and motivated in their learning starting from choosing the topic for their oral presentation to nailing the Q&A session towards the end of the presentation.

Besides, this e-book also emphasizes on skills such as brainstorming, finding references, preparing effective slides and many more. Ample of practices and sample are also provided along in this e-book.

In essence, it is hoped that our students will benefit from this e-book and their oral presentation skills will improve. It is also hoped that our students will be more confident in doing their oral presentation.

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AT THE END OF THIS BOOK, STUDENTS WILL BE ABLE TO:

- Brainstorm ideas for presentation topics.
- Plan and organize an oral presentation.
- Use appropriate introduction.
- Use appropriate visual aids to enhance presentations.
- Practice verbal and non-verbal skills.
- Use an appropriate conclusion
- Respond to question and answer session confidently and professionally





UNIT 1

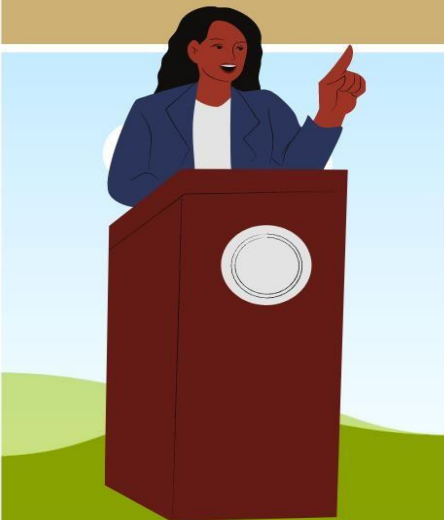
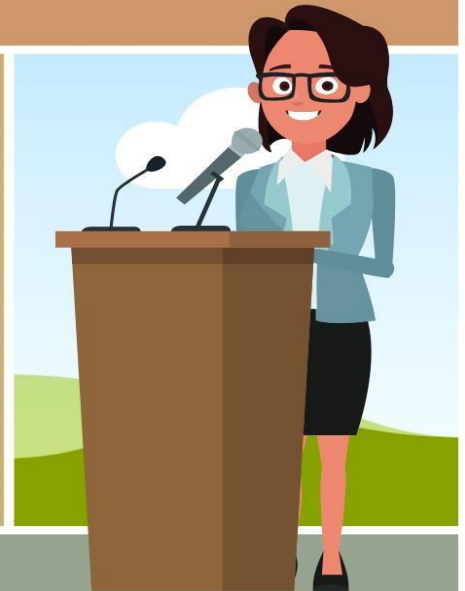
INTRODUCTION TO ORAL PRESENTATION

WHAT IS AN ORAL PRESENTATION?



An oral presentation is a form of speech or short talk given individually or by a group of people on a particular topic.

Oral presentations are normally done in front of a group of audience in order to educate, inform, entertain, present or argue.



The use of various visual aids and technology can help to enhance the oral presentation.

OBJECTIVES OF DOING AN ORAL PRESENTATION

There are several objectives of doing an oral presentation. For students, you normally present to convey information or to demonstrate how certain things work or made.

To convey information/to inform



To entertain



To persuade



To inspire



TIPS TO SELECT TOPICS FOR ORAL PRESENTATION

Few tips to consider before selecting the topic for your oral presentation:

1) Think of the occasion

Different occasion requires different mood and topic. Considering the occasion is obviously essential as there is always a time and place for everything. Occasion such as celebration, professional meeting or talk and funeral require you to select the topic carefully.

2) Different purposes of the oral presentation

Think of why you are presenting. Are you presenting to persuade or just mere entertainment? Selecting your topic carefully will help you in delivering your presentation effectively.

3) Think of the topics that you should avoid

Some topics are sensitive and controversial and should be avoided at all cost especially if you are a student. Topics that touch on sensitive sentiment such as politics and religion should be evaded unless if you are invited to present on such topics in specific venues and in front of a specific audience.

4) Give consideration to your audience

Know your audience. Do some background check before selecting your topic especially in terms of their occupation, age, education level and so on.

5) Brainstorm several ideas

Don't just limit yourself into one specific area or topic. Broaden your view by brainstorming several topics and ideas. This will help you to see on a larger scale.

BRAINSTORM IDEAS FOR PRESENTATION TOPICS



Here are some examples of **themes** that you can consider:

Brainstorming is a process of generating new ideas to solve problems.

Before you start doing your oral presentation, you need to brainstorm your ideas and vision how you would like to carry out your oral presentation as interesting as you can.

Therefore, it is very important for you to think of a suitable **TOPIC** that suits your targeted audience.

So, in order to look for a suitable topic, you should first think of the **THEME** of your presentation.

- 1) Food
- 2) Education
- 3) Sports
- 4) Hobbies
- 5) Technology
- 6) Health
- 7) Environment
- 8) Entertainment

When you already have a theme, it is easier for you to brainstorm the topic and ideas for your presentation.



1



2



3

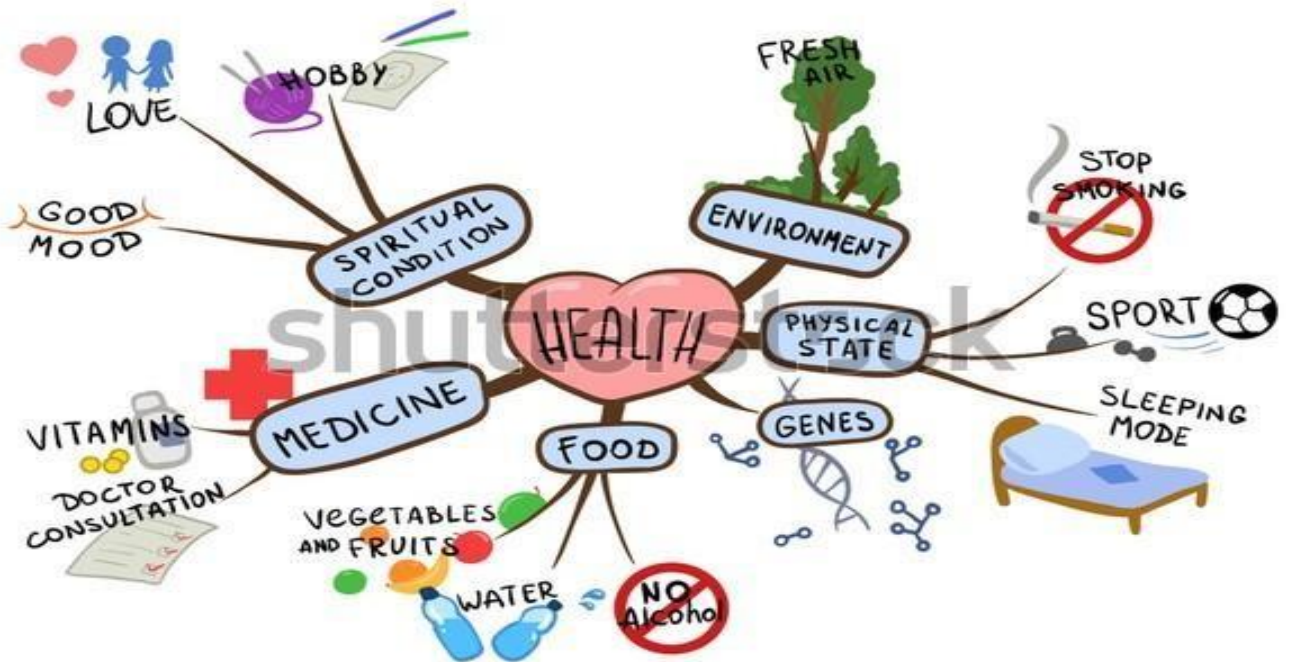


USE MIND MAP TO BRAINSTORM

- ✓ A mind map is an illustration in which information or data is embodied visually, usually with the topic or central idea placed in the middle and linked ideas organised around it.
- ✓ You begin creating a mind map by listing or writing down the related keywords on the topic rather than fretting about their placement. The arrangement comes later.
- ✓ Mind maps do not only help you envisage information but also extend it around the fundamental concepts.
- ✓ You can take the mind map approach to brainstorming by building a map around the good old rules of thumb —who, what, why, when, where, how, and how often.



EXAMPLES OF MIND MAPS

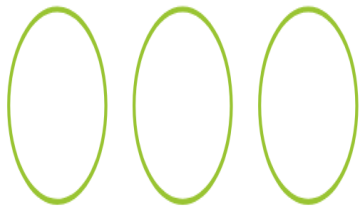


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Simple example of how you can draw your mind map



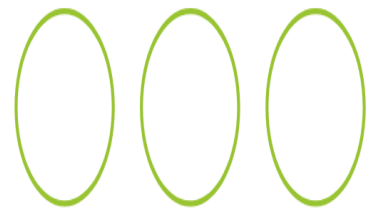
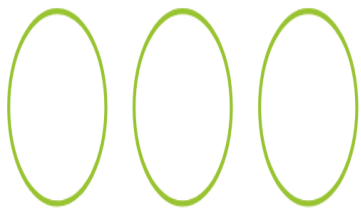
Subtopic

Subtopic

Central Topic

Subtopic

Subtopic



FREE ONLINE MIND MAP CREATORS

Here are some suggested online websites for those who prefer to create tech-looking mind maps:

<https://www.mindmup.com/>

<https://venngage.com/features/mind-map-maker>

<https://www.canva.com/graphs/mind-maps/>

<https://www.mindmeister.com/>

<https://coggle.it/>

<https://tobloef.com/text2mindmap/>

These are only some of the suggested ones. You can also browse through the net and search for the other available free mind map online creators.

BRAINSTORM BY USING POST-IT NOTES

- ✓ Brainstorming can be fun. It can be done in so many ways apart from mind mapping all the time.
- ✓ One of the fun ways to brainstorm for your presentation ideas is by using **Post-it notes**.
- ✓ A **Post-it Note** or sometimes is called sticky notes, is a small piece of paper which can be stick on wall or books to indicate important parts or pages of a book. It has glue attached at its back for you to stick.
- ✓ When you are in brainstorming mode, you can fill your walls or your books with these Post-its and break new ideas down into milestones with the smaller, colorful ones.



EXAMPLES OF BRAINSTORMING BY USING POST-IT NOTES



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ADVANTAGES OF USING POST-IT NOTES TO BRAINSTORM

There are many advantages of brainstorming using Post-it notes:

- ✓ Fun-looking, versatile and ubiquitous
- ✓ Easy to use
- ✓ Cheap
- ✓ Systematic
- ✓ Fast
- ✓ Easily available
- ✓ Easily disposable
- ✓ Ideas can be conveyed in short words or phrases concisely
- ✓ Ideas can be portrayed in different colour notes.
- ✓ Professional and business looking



GATHERING INFORMATION AND MATERIALS FOR ORAL PRESENTATION

Before doing your oral presentation, you need to find reliable sources and materials so that all the information that you are going to present is based on dependable sources.

Here are few platforms that you can use to search for the information related to the topic of your oral presentation:



✓ Books/e-Books

✓ Magazines

✓ Newspaper

✓ Internet

✓ Television

✓ Radio



1) Books/e-Books

Books are considered as reliable sources as the process of writing a book has normally undergone a quality checking by editors, be it academic or non-academic books.

2) Magazines

Magazines can also be a great source of information as it can be instantly accessed and globally reached. Magazines normally contain great source of information, inspiration and myriad of creative stories and ideas for the readers.

3) Newspapers

Newspapers contain news around the world. It provides great source of information especially in terms of general knowledge. Other information that you can get from a newspaper are country's economic situation, sports, games, entertainment, trade and commerce.

4) The Internet

The advent of The Internet has made information globally reached and shared. You are able to find any information that you want just by a click.

5) Radio & Television

These two influential sources are indeed very vital platforms for knowledge and information. Not just that, they are also powerful source of entertainment as well.

ENRICHMENT ACTIVITIES





LET'S DO THIS

Brainstorm all the topics that you can think of related to 'Food' and 'Sports'.

FOOD

SPORTS

Genetically modified food

TRY THIS OUT

- ✓ Choose a theme that you are interested in to present on. For instance health, sports, community, entertainment or any other theme that you prefer.
- ✓ Then, narrow down the theme by thinking on one specific area that you would like to focus on.
- ✓ Then, list down all the related or linking ideas or words that are related to the topic.

Theme:

Pandemic

Topic:

Pandemic → COVID 19

COVID19:

Definition

Causes

Effects

Vaccines

So, what do you think you want to present on?





UNIT 2

INTRODUCTION TO THESIS STATEMENT AND TOPIC SENTENCE

WHAT IS A THESIS STATEMENT

- Thesis statement is a sentence that will tell the audience what to expect when they listen to your presentation or in this case – oral presentation speech text.
- It functions as a road map for your speech and holds everything together; in other words, it tells the reader what is the focus of your presentation.
- It is usually written in a single sentence near the beginning of your speech text (most often, at the end of the first paragraph) that presents your focus to the audience.
- The rest of the paper, the body of your speech text, will reflect greatly on thesis statements and provides further explanation of your speech with some evidence and examples as a supports.

EXAMPLE OF A THESIS STATEMENT

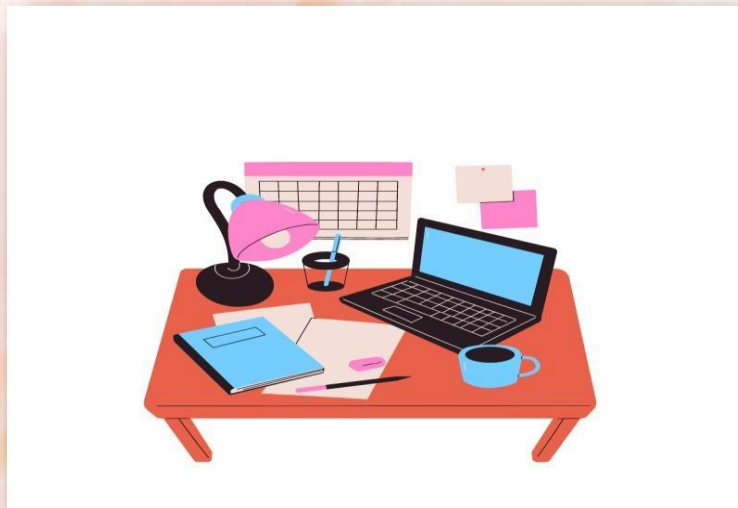
- Smoking is dangerous to your health. Despite all the campaign done by our government, the awareness off smoking among youngsters are very low. **Today, I would like to talk about the three effects of smoking that is lung cancer, stroke, esophagus cancer.**
- The first effect of smoking is lung cancer. Smoking causes 9 out of 10 cases of lung cancer in men and 8 out of 10 cases in women. The more cigarettes you smoke per day, the greater your risk of lung cancer.

The bold red sentence is a thesis statement – it controls the focus of the essay. There are 3 main points highlighted here.

The 3 main points (MP) will help your audience know how your presentation will be organized.

WHAT IS A TOPIC SENTENCE

- Topic sentence refers to a complete sentence in a text that carries the main idea of each paragraph.
- Topic sentence can be found:
 - ✓ At or near the start of the paragraph
 - ✓ At the end of paragraph
 - ✓ In the middle of a paragraph



EXAMPLE OF A TOPIC SENTENCE

- Introduction
- Good morning, today I would like to talk about mobiles phones. Let's take a look at this picture...what can you tell from this picture. Yes, today I would like to talk about everybody's best friend that is mobile phone. **Nowadays mobiles phones are very important to many people because of its benefits as** means of communication, help business tasks **and provide information.**
- Topic sentence 1:
 - The first benefit of mobile phones is as means of communication for people all around the world. With the use of mobile phones, we can be connected to every part in this world. (further explanation)
- Topic sentence 2:
 - Secondly, mobile phone is also important in helping businessman in completing all their business tasks. With the introduction of online shopping, more businesses are done through mobile phones. The application allows sellers to... (further explanation)
- Topic sentence 3:
 - Thirdly, mobile phones is also important in finding all the information that we wish to find. (further explanation)

FUNCTION OF A TOPIC SENTENCE

- Topic sentence will tell the main idea that the writer is trying to deliver in a particular paragraph.
- *In a paragraph you will find:*
 - Topic sentence
 - Supporting details (explanation)
 - Examples

EXAMPLE

- Nowadays mobile phones are very important to many people because of its benefits as **means of communication**, helps business tasks and provides information.
- Topic sentence 1:
 - The first benefit of mobile phones is as means of communication for people all around the world. **With the use of mobile phones, we can be connected to every part in this world. When communication is made easy, we can now transfer all the information faster as compared to the older way of communication such as posted mail. We as students, we use mobile phones to talk to our family and to discuss with our friends. With the introduction of android system we can further communicate and see the person on the other line.** Application such as WhatsApp allows us to video call and see each other. Not only that with the advancement of technology, we can also have a group video call which involves more people in a single call.



topic sentence



explanation (supporting details)



example

ENRICHMENT ACTIVITIES



TRY THIS OUT

What is a topic sentence?

Exercise 1:

Read the paragraph.

Look at the underlined sentence.

This is the topic sentence.

My favorite food is cheese and I eat a lot of it. I always have cheese for breakfast. I usually will eat my cheese with some lettuce and bread. I can finish up to 6 slices at one go. Sometimes I will eat my cheese with some salad for dinner. At four o'clock, I usually make some cheese cake to go with my tea. My favorite type of cheese are gouda and feta.

Exercise 2:

Tick (/) the correct information about topic sentences.

<p>A topic sentence is:</p> <p><input type="checkbox"/> at or near the start of the paragraph.</p> <p><input type="checkbox"/> at the end of the paragraph</p> <p><input type="checkbox"/> the main idea of the paragraph</p> <p><input type="checkbox"/> A small detail from the paragraph.</p> <p><input type="checkbox"/> One or two words.</p> <p><input type="checkbox"/> A complete sentence.</p>

Exercise 3: Read the paragraph and (/) the best topic sentence.

<p>Topic sentences:</p> <p><input type="checkbox"/> A: Japan is a very beautiful country</p> <p><input type="checkbox"/> B: Japan, for example, produces electrical goods.</p> <p><input type="checkbox"/> C: Japan is a very important country.</p> <p><input type="checkbox"/> D: Japan makes cars.</p>	<p>Paragraph:</p> <p>_____ It produces many brand of cars such as Toyota, Nissan and Honda, which are sold all over the world. It also is known for its good quality of electrical goods such as televisions and DVDs. Tokyo, the capital of japan is one of the biggest and modern cities in the world.</p>
---	--

Exercise 4: What is wrong with the other topic sentence? Match them to the problems.

Problems:	Topic sentence
It is an example.	_____
It is a smaller idea, not the main idea.	_____
It is about something different from the other sentences.	_____

Read the paragraphs. Underline the topic sentences.

I would like to talk about my aunt. Her name is Julie and she is thirty-eight years old. She is my father's youngest sister. I really like Auntie Julie because she is lovely, a kind person and very funny. She likes to bake us chocolate cake and tells us interesting stories about the places she visits.

I love taking pictures! I loved taking pictures when I was a small boy, and I love it now. My favorite photographer is Steve Andrews. I love to go see our local gallery every weekend, and now I join photography club three times a week.

My sisters all have interesting jobs. My oldest sister, Edwina, is a doctor at the hospital in Manchester, England and the second oldest Rachel, is an accountant in Ministry of International Trade and Industry, Malaysia. Her based is in Kuala Lumpur. My youngest sister is a policewoman. I am the only sister who is still at school.

I like most types of books. Honestly the books I enjoy the most are travel books. I like reading about different countries, famous places and cultures there. When I go on holiday, I always buy lots of books about the place I am visiting. Travel books helps me to understand the place I visit better.

Exercise 5: Read the two topic sentences. Write the other sentences below the correct topic sentences.

<ol style="list-style-type: none">1. Computers are very useful for learning English.2.3.4.	<ol style="list-style-type: none">1. I need to buy a new hand phone.2.3.4.
--	--

<p>I am going to give my old hand phone to my little younger brother.</p> <p>You can do your homework on them.</p> <p>You can use them in different ways.</p>	<p>You can also use online dictionaries to find meaning of words and play online games in English.</p> <p>I need a faster one to surf for my assignment.</p> <p>My hand phone is very slow.</p>
---	---

Exercise 6: Read the topic sentence and write the rest of the paragraph.

Mobile phones are very important to many people now.....

.....

.....

.....

.....

.....

.....





UNIT 3

WRITING SPEECH TEXT, INTRODUCTION & CONCLUSION

WRITING YOUR SPEECH TEXT

Frame of your speech:

Your speech text should follow the speech frame below:

Title:

Introduction :

(include Thesis statement)

Paragraph 1:

Include topic sentence 1 = main point 1

Paragraph 2:

Include topic sentence 2 = main point no 2

Paragraph 3:

Include topic sentence 3 = main point no 3

Conclusion

(Conclude your speech)

Body
of the
text



- Now you have learned about the speech frame, it is important to know that the introduction and conclusion **are equally important in your speech.**
- A good introduction will attract audience to listen to your presentation.
- A good conclusion will add to your audience's understanding and leave an impactful impression toward your presentation.

WRITING INTRODUCTION

- **A good introduction** is crucial in every presentation.
- An interesting introduction will be main factor for your audience to decide whether you presentation is worth their attention or not.
- You will learn about 8 ways on how to introduce your presentation creatively:
 1. Picture
 2. Cartoon strips
 3. Interesting title
 4. startling statement
 5. Quotes by famous people
 6. Personal reference
 7. Rhetorical question
 8. Personal stories

1. USE INTERESTING PICTURES

- Use a picture that will raise your audience' curiosity.
- When the picture shown is interesting to look at, automatically the audience will have some questions in their mind regarding the picture.
- You can ask the audience's response towards the picture or you may start questioning the audience regarding the picture yourself.



Who is she?

[Lizzie Velasquez](#)

Born with a rare syndrome that prevents her from gaining weight - 0 % fat

Bully victim - an author and motivational speaker

2. USE CARTOON STRIPS

- Ensure that the cartoon strips that you choose is interesting to look at and relatable to your topic of presentation.
- The easy way to ensure your cartoon strips are acceptable and easy to be understood is to chosen cartoon strips by local artist or cartoons that have local content.
- Cartoon strips that reflect on current topic/hot issues in your area or the Internet will add to a better understanding of your audience.



3. USE INTERESTING TITLE

- When the title of your presentation is interesting and creative. You will win the audience's attention
- The audience will find that your presentation is worth to listen to when they are curious about the title of your presentation.

FOOD WITH FUNNY NAMES



4. USE STARTLING STATEMENT

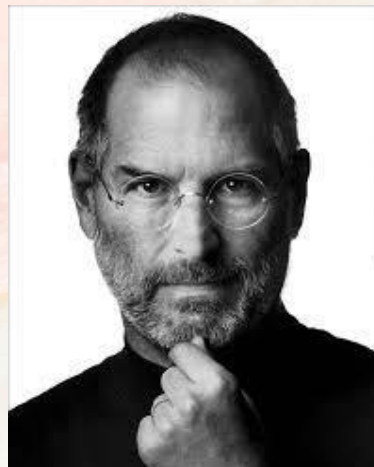
- Choose an idiom that the audience are familiar with.
- Add a twist to the idiom to create a startling statement
- It will be easier for you to question your audience regarding the statement and listen to the audience' response.

CURIOSITY Killed The
Cat or
CRUELTY Killed The Cat

5. USE QUOTES FROM FAMOUS PEOPLE

- Famous people here could be celebrities or corporate leader/ successful business man and definitely not your grandmother!
- Choose an interesting quote and ask the audience to guess the speaker.
- Ensure to explain a bit what is the meaning of the quote and relate to your presentation topic.

“My favorite things in life don't cost any money. It's really clear that the most precious resource we all have is time”



6. USE PERSONAL REFERENCE

- When you use personal reference, you are actually trying to put the audience in a situation.
- Start your presentation with this word : imagine.....
- Personal reference is great as the audience can relate to your topic quickly when they are given a situation that they are familiar with.
- For this time of introduction you don't need a slide! Tell the audience directly.

“ Imagine...it is 2 am in the morning. Suddenly you are awake as you feel somebody is touching you hair...from your back. Your heart is pounding...you are sweating...you know you are alone...nobody sleeps beside you. Your body is shivering...you try to sleep and close your eyes. you thought of ghost...what if you see her with red blood eyes and long hair...you cant handle the tension anymore so you turn....owh its your hand phone actually. My speech today is about Ghost: 3 Facts That It Only Exists In Your Mind!

7. USE RHETORICAL QUESTIONS

- When you use rhetorical question, you will require some responses from your audience.
- Normally rhetorical question will have two choices of answer that is yes or no.
- Don't forget to ask question that is relatable to your audience's preference.

Are you addicted to your hand phone?



8. USE PERSONAL STORY

- It is the best opportunity to share your story with the audience if you have an interesting story.
- For this type of introduction, you don't need a slide, tell your story directly to your audience and wait for their response.
- Remember to tell a story that is relatable to your topic. You can choose scary, witty or mysterious themes that suits your presentation.



One day my mother was out, and my dad was in charge of me. I was maybe 2 1/2 years old.

Someone had given me a little 'tea set' as a gift, and it was one of my favorite toys.

Daddy was in the living room engrossed in the evening news when I brought him a little cup of 'tea', which was just water.

After several cups of tea and lots of praise for such yummy tea, my mom came home.

My dad made her wait in the living room to watch me bring him a cup of tea, because it was 'just the cutest thing!'

Mom waited, and sure enough, here I came down the hall with a cup of tea for Daddy; and she watched him drink it up.

Then she said, (as only a mother would know),

"Did it ever occur to you that the only place she can reach to get water is the toilet?"

WRITING CONCLUSION

There are many ways to conclude your speech, the two easiest ways are explained below:

1. Conclusion as a gentle reminder.

Conclude by giving a gentle reminder to your audience about the importance of your topic or how the topic should be taken seriously by all.

Example of Conclusion 1

In conclusion, the use of mobiles phones in this modern era is benefitting and important however we should always take precaution in using mobile phones as excessive use of mobile phones will lead to unhealthy body and may result in death.

2. Next, you may want to mention again all your three main points or the content of your presentation and relate the topic with the future prediction or what the audience should do regarding the topic.

Example of Conclusion 2

In conclusion, there are three benefits of mobile phones that I have presented earlier. Mobile phones is important in communication, business and getting information. As predicted by many, the use of mobile phones will be more complicated in the future. Therefore we should always stay in touch with the latest technology offered by mobile phones.

ENRICHMENT ACTIVITIES



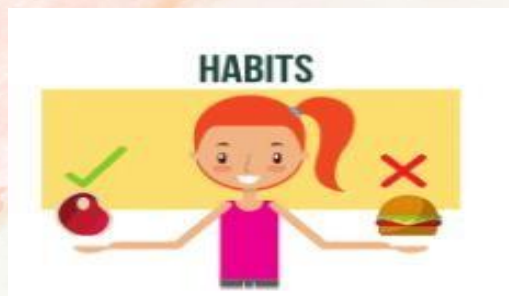
TRY THIS OUT

Imagine that you are doing an oral presentation on this topic:

‘MALAYSIAN NEGATIVE HABITS’

How do you want to do your introduction and conclusion? Give example.

MALAYSIAN NEGATIVE HABITS	
INTRODUCTION	CONCLUSION
e.g.:	e.g.:





UNIT 4

PREPARE PRESENTATION SLIDES

GOOD AND BAD SLIDES

WHAT MAKES AN EFFECTIVE PRESENTATION?

- Slides are as important as your content of presentation.
- You will learn to differentiate between good and bad slides.
- Take note in preparing your own slides.

BAD SLIDES

- 1) Take a look at this slide. What is wrong with it? Background is interfering with the words. Not easy for the audience to read the sentences.



2. Slide with unsuitable background, even though the background has solid color but the color chosen is too striking therefore shifting the focus from the content of the presentation. Picture used is meaningless.

Reduce

- Before you buy something new, ask yourself if you really need it.



3. Too much information and pictures

- The pictures size are small and not clear to be seen by the audience.
- Too many words. Use point form is the best option.

introduction

- * It is estimated that more than **3 billion** tons of waste are generated in Europe every year, and hazardous waste generally makes up about 1% of all waste in Europe [1];
- * nevertheless, hazardous waste presents a serious risk to the ecosystem and human health if not **managed** and **treated** safely.



Production of the different types of waste in the European Union
Source: Eurostat (2010)



Waste Type	Percentage (Approximate)
Hazardous Waste	1%
Non-Hazardous Waste	4%
Inert Waste	95%

4. Font used is suitable, the picture is meaningful and relate to the topic but the color of fonts is all wrong.

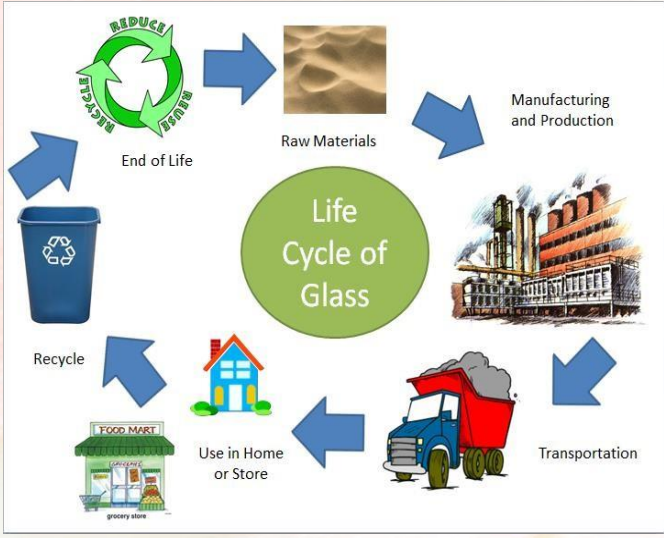
- Use contrast color rules: Dark font for lighter background and vice versa!

Types of Recycling

- Recycling of glass, paper, metal, plastic, textiles and electronics
- Composting of biodegradable waste.
- Reprocessing of materials into new materials for manufacturing.



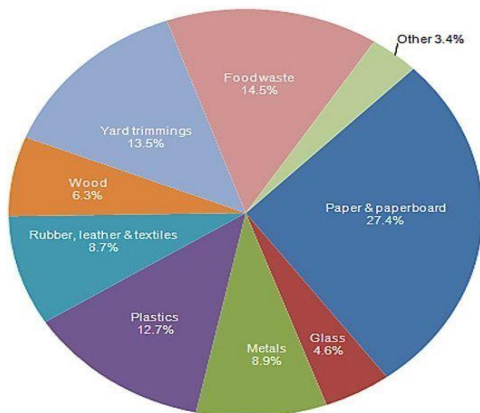
5. Notice when you paste and enlarge pictures directly from the internet, the picture may tend to look blurry, due to low resolution/pixel. The best option is to build your own chart by choosing picture with high resolution.



- Has clear background that will not interfere with your wording.
- Has suitable fonts, not too big and not too small for the audience to read.
- Will have sufficient information and not overcrowded with pictures.
- Is interesting to look at and at the same time provides information needed by the audience.
- Graph should be presented separately in one single slide

2012 Total MSW Generation 251 M Tons (pre-recycling)

A challenge to get a high diversion rate without addressing food waste



- Paper: 27.4%
- **Food Waste: 14.5%**
- Yard Trimmings: 13.5%
- Plastics: 12.7%
- Metals: 8.9%
- Rubber, Leather, and Textiles: 8.7%
- Wood: 6.3%
- Glass: 4.6%
- Other: 3.4%

Source EPA

- Both slides show a clear introduction for the topic of recycle

See the difference

How to Recycle Different Materials

Learn how Paper is recycled?

How to recycle Glass?

Do you want to know how Aluminium is recycled?

Jaashu Agir




RECYCLE

- Recycle means to process old, used, items in order that the material can be used to make new products

Find ways of recycling different materials
Buy products that can be recycled
Buy products that have been made from recycled material
Avoiding buying hazardous material

Recycle bins

- Avoid overcrowded content but exceptional if your aim is to differentiate or compare more than two things.
- Ensure the font size can clearly read by the audience.

REDUCE	REUSE	RECYCLE
<ul style="list-style-type: none"> ❖ REDUCE simply means living more carefully so that you have less rubbish to get rid of, avoiding waste is the preferable option of waste management. ❖ For example, use online materials, avoid using papers excessively. ❖ Eg. When shopping look for and purchase products with minimal packaging. 	<ul style="list-style-type: none"> ❖ REUSE means to use the same item more than once, preferably many times rather than disposing of it after one use. ❖ For example, reuse glass for other purposes such as vases or other decorations. 	<ul style="list-style-type: none"> ❖ RECYCLE means to process used materials into new products to save resources and energy. ❖ For example, papers for wrapping presents, use used paper to sketch or do calculation. 

- Example of how to use striking color for background without shifting the focus from the content

Why is it important to recycle paper?

- ♻️ Paper is made by cutting down trees
- ♻️ It takes 17 trees to produce 1 ton (1 ton = 1000 kg) of paper
- ♻️ The average person uses about 250kgs, that means four trees per person

Conversion table



1000 SHEETS OF PAPER → EQUALS → 1 TREE

ENRICHMENT ACTIVITIES



TRY THIS OUT

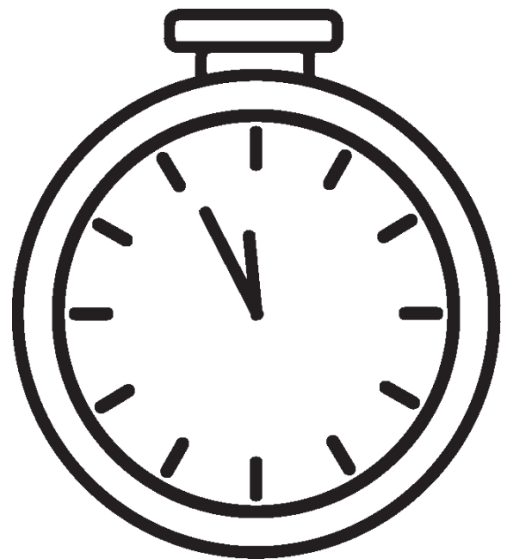
Find the examples of good and bad slides from the Internet and print them out. Then, paste them on the table provided below.

GOOD SLIDES	BAD SLIDES

IT'S TIME!

Now, it is the time for you
to build your own slides.

Take into consideration of
all the criteria of good and
bad slides.





UNIT 5

**IDENTIFY CONTENT
PRACTICE PRESENTATION
HANDLING Q & A**

GATHERING, ANALYZING, AND EVALUATING INFORMATION FROM DIFFERENT SOURCES



- The majority of presentations will have an introduction, the main body of the discussion, and a conclusion. The introduction prepares the audience for what you will say in the body of the lecture, and the ending reinforces your main points. Good presentations elicit questions from the audience. Good presenters promote and are prepared to answer questions both during and after the presentation.

IDENTIFY CONTENT

INTRODUCTION

A good introduction accomplishes four tasks:

- Draws and holds the audience's attention
- Relaxes both the speaker and the audience
- Explains the purpose of the talk and what the speaker hopes to achieve
- Provides a summary of the main topics of the discussion



IDENTIFY CONTENT

- Begin a lecture with a question, a brief anecdote, an intriguing fact about your topic, or a unique visual aid is frequently an excellent idea. Many speakers use PowerPoint slides to indicate the title, purpose, and framework of their presentation.

Divide your information into sections and ensure that the audience is aware of where they are at all times during your presentation.



Body

You can solicit questions, summarise the point, or describe what the following point will be. If you have an overview of your talk, you may include it quickly on the lecture slides/notes and refer to the next part.

Examples, details, and visual aids add importance to a presentation and helps in conveying your point. Here are some questions you might want to ask yourself about the samples you've chosen:

Are they related to the audience's experience?

Are they solid?

Will they attract the audience's interest?

Are they diverse?

Do they stand out?

IDENTIFY CONTENT

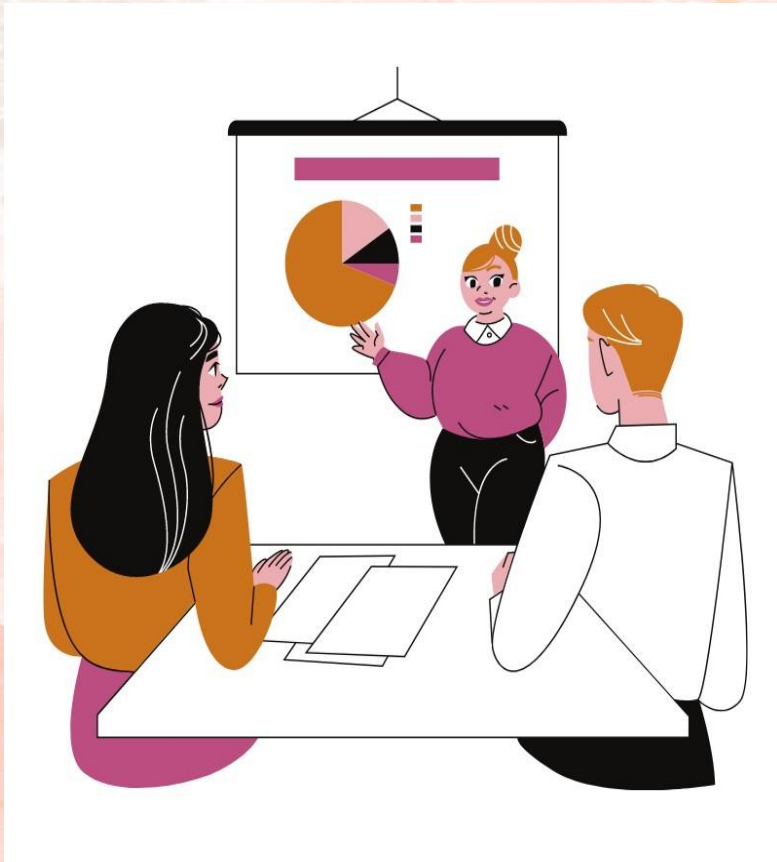
Conclusion

A good conclusion does two things:

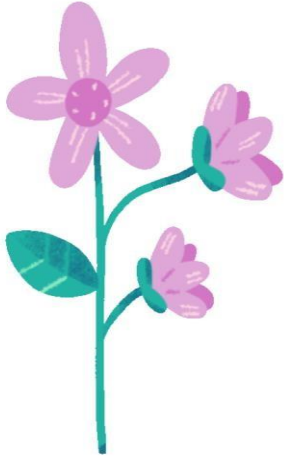
1) Reminds the audience of your key points

2) Reinforces your message

Your conclusion should end the presentation on a positive note and make the audience feel that have used their time well listening to you.



PRACTICE PRESENTATION



- For most people, presentations make them nervous, which is natural. However, you can significantly decrease your nervousness by taking certain steps, carefully preparing yourself for the event to come.

“Practice makes perfect.”

HERE ARE FIVE METHODS FOR ENHANCING YOUR PRESENTING ABILITIES:

1. Rehearse in front of a large audience.
2. Jot down details and notes.
3. Do Research
4. Time yourself
5. Record yourself

1. REHEARSE IN FRONT OF A LARGE AUDIENCE

- Standing in front of a group of people, delivering your speech, and seeing their reactions is an excellent approach to increase your confidence in your subject and delivery.



2. JOT DOWN DETAILS AND NOTES

- As you practise, it's a good idea to pause and scribble down a few notes if you detect a mistake or an unpleasant moment. Don't be afraid to evaluate and re-analyse your presentation as you go in any practise environment.



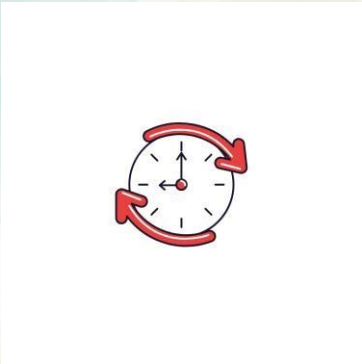
3. DO RESEARCH

- If you believe it sounds monotonous or odd, don't keep repeating the same sentences. Allow yourself to be creative in order to make your presentation more entertaining for your audience. Experiment with different word combinations, tell a hilarious narrative, and tell a joke or two. Relax! Remember that the two most critical aspects of your presentation are clarity and relevance.



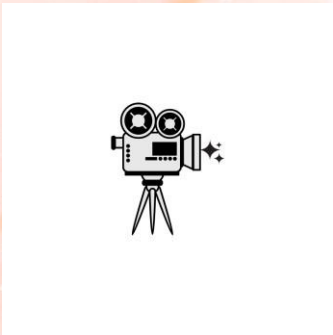
4. TIME YOURSELF

- In presentations, timing is key. To nail down a solid time, practise makes perfect, but the general rule of thumb is to keep it short, concise, and to the point.



5. RECORD YOURSELF

- You may assess your voice's inflection, speed, and enunciation by hearing and watching yourself. You should constantly put yourself in the shoes of your audience, seeing and hearing yourself as they would.



HANDLING QUESTIONS AND ANSWERS

NINE TIPS FOR BEING YOUR BEST IN A PLANNED OR IMPROMPTU Q&A SESSION:

1) Be aware of hidden agendas

- ✓ Of course most of the questions asked by the audience are sincere and the asker is looking for a genuine response. But some questions are intended to either:
- ✓ Make the person asking the question look smarter, or
- ✓ Make the responder (you) look dumb.
- ✓ No matter the intent, answer all questions with the same approach and professionalism. You will come out looking better.

2) Be prepared

It's good practice to write down questions you anticipate may be asked, especially the tough or controversial ones, and to rehearse your answers. I often run through a mock session with some trusted friends. They always come up with questions that I didn't expect. Encourage others to evaluate your responses and body language. Fumble in private so you shine in public.

3) Be confident

Smile and look your questioners in the eye. The eye contact shows that you are focusing carefully on the question and the questioner. The smile is an invitation to friendship and connection.

4) Pause

Take a break if you need to before answering a question. A rapid, fast response might be questioned. Or, if you haven't given much attention to the subject, you could answer it incorrectly. It may seem awkward, as silence frequently does, but your audience will not judge you for pausing for a few seconds to gather your thoughts. In fact, they will appreciate that you took the time to think about the questions, and it won't feel like a canned response.

5) Don't fidget

Scratching your nose, blinking excessively, shifting around, and other anxious moments indicate that you're lying. NO you're not lying; you're probably just anxious. However, perception is reality. Work to reduce these twitches.

6) Respond to the question

Avoiding the question erodes your trust with the audience and causes them to doubt your message more than anything else.

7) Confirm that you answered the question correctly

Throughout the Q&A session, periodically ask, "Does that answer your question?" or "Does that make sense?" It demonstrates to your audience that you care about them and want to ensure that their requirements are addressed.

8) Don't be alarmed by the unpleasant question

There is one, and it's never easy. That individual in the audience who raises a question that has nothing to do with the presentation or is simply out of the blue. Handle this question professionally and attempt to relate your response back to your core point. This requires some struggling, but it may be the response you are known for.

9) Practice! Practice! Practice!

Make a point of devoting part of your practise time to the Q&A. It's usually the final thing you do on stage after a presentation, and it may be the part that sticks with you the most. Don't take it lightly.



ENRICHMENT ACTIVITIES



TRY THIS OUT

IDENTIFY CONTENT


Activity: Gathering, Analyzing, and Evaluating Information from Different Sources

Mini presentation:

A Hong Kong tourist spot

Step 1: Read the following profile about a tourist spot in Hong Kong

Profile:

Name:	Clock Tower	
Location:	Tsim Sha Tsui	
Built at:	1915	
Characteristics:	<ul style="list-style-type: none">☆ made in bricks☆ 44m tall	
Popular because:	<ul style="list-style-type: none">☆ It was part of the railway station☆ It is a landmark of Tsim Sha Tsui	
Activities:	<ul style="list-style-type: none">☆ Take photos	
Fun facts:	<ul style="list-style-type: none">☆ It has been a declared monument since 1990☆ There is a 7-meter lightning rod to prevent it from being struck by lightning	

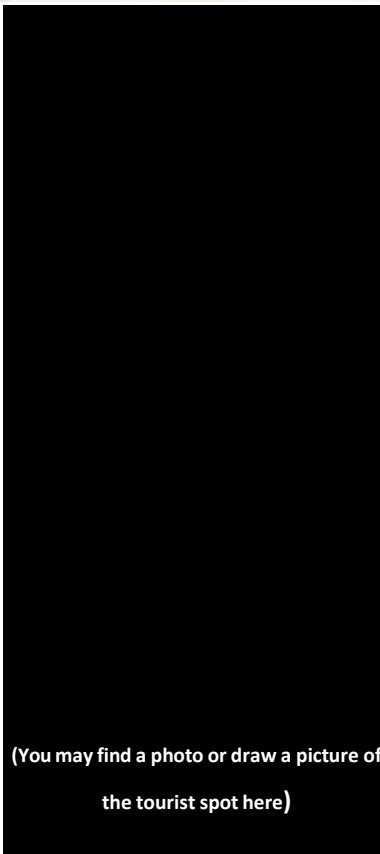
Presentation Script:

Good morning, everyone. Today I'm going to talk to you about the Clock Tower in Tsim Sha Tsui. It was built in 1915. It is made in red and white bricks, and it is 44 meters tall. The clock tower is popular to tourists because it was once part of the railway station. It is now a famous landmark of Tsim Sha Tsui. Many tourists go there to take photos. The clock tower is interesting because it has been a declared monument of Hong Kong since 1990. On top of the tower, there is a 7-meter lightning rod to prevent it from being struck by lightning. That's all of my presentation. I hope you find clock tower interesting. Thank you!



Step 2: Find some information about a Hong Kong tourist spot from the Internet.

Complete the profile about the tourist spot that you want to talk about.

Name:		 <p>(You may find a photo or draw a picture of the tourist spot here)</p>
Location:		
Built at:		
Characteristics:	☆ ☆	
Popular because:	☆ Popular because: Why do tourists like going there? ☆ Activities: What can tourists do there?	
Activities:	☆ ☆ Fun Facts: Anything interesting about the tourist spot?	
Fun facts:	☆ ☆	

Some Hints:

Location:
Where is it?

Built at:
When was it built?
→ which year?

Characteristics:
(How does it look?)
e.g.
- How big is it? → area
- How tall is it? → height
- Any special building features? (a lot of trees, made of wood/glass/steel/concrete etc.)

Popular because:
Why do tourists like going there?

Activities:
What can tourists do there?

Fun Facts:
Anything interesting about the tourist spot?

You may use information from these websites to help you:

Wikipedia (English) OR (Simple English):

http://en.wikipedia.org/wiki/Main_Page OR

http://simple.wikipedia.org/wiki/Main_Page

Hong Kong Tourism Board – Attractions – Most popular

<http://www.discoverhongkong.com/eng/attractions/most-popular.html>

Travel China Guide – Hong Kong Attractions

<http://www.travelchinaguide.com/attraction/hongkong/>

Step Three: Write a short description about the tourist spot.

Use the information from your profile to write a presentation script. Write around 100 words.

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REFERENCES

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