



Presentation Skills

PERSONAL DEVELOPMENT

Angie Ahn



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AGENDA

1. Preparation
2. Graphics
3. Arrangement
4. Templates
5. PAMPERS rule
6. PEOPLE rule



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Preparation

- Plan your presentation carefully
- Know your audience
- Practice your presentation
- Speak comfortably and clearly
- Talk to your audience
- Enjoy your presentation



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Graphics

- **Present information graphically**
- **Art can illustrate a point**
- **Graphic devices are useful**
- **Graphic need to be big and bold**



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Arrangement



- Eyes land in optical center of the screen
- Create a visual balance
- Don't crowd the information
- Leave space between the lines of type



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Templates

- Use a template for your slides
- Templates provide design
- Standardize position, color, and styles
- A logo may be incorporated in template
- Logo in bottom right corner



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What do I say?

VS

How do I say?



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Barriers

- Language
- Professional words
- Transmitting ideas
- Length of sentence (too short/long)

Solutions

- Ask for questions
- Get feedback



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What do I say?

VS

What do you understand?



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PAMPERS rule

Projection
Articulation
Modulation
Punctuation
Enunciation
Repetition
Speed



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PEOPLE rule

Position & Gestures

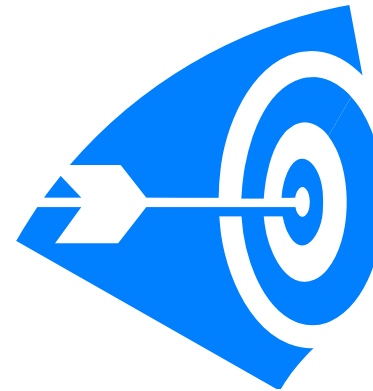
Eye contact

Orientation

Proximation

Looks & Appearance

Expression & Emotions



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SHORT GROUP PRESENTATION





THANK YOU



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